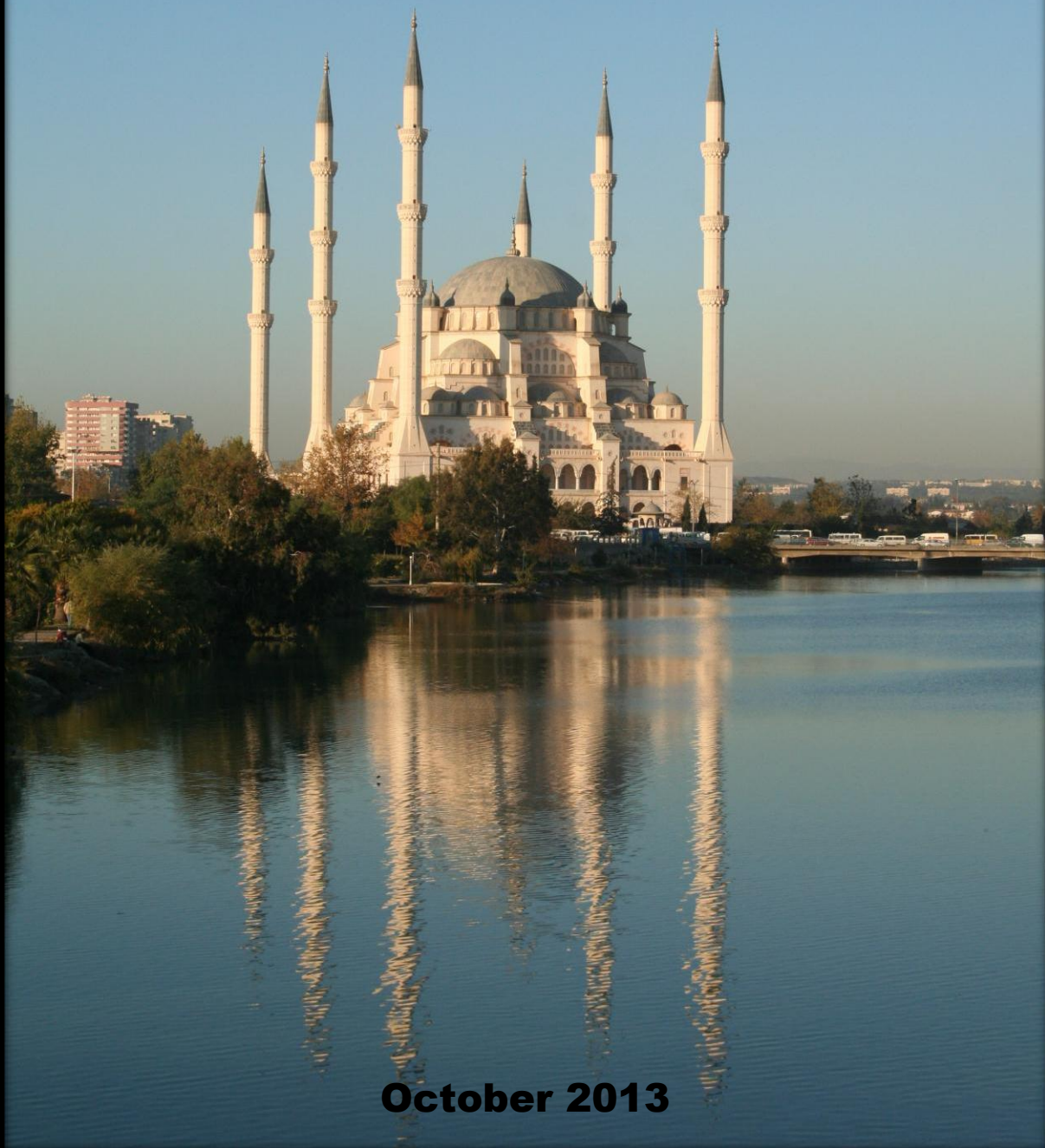


Welcome to Incirlik

A NEWCOMERS GUIDE



October 2013



DEPARTMENT OF THE AIR FORCE 39TH AIR BASE WING (USAF'E)

Welcome to the 39th Air Base Wing and Team Incirlik!

The United States Air Force has called Incirlik Air Base "home" since 1955. As a forward operating location for United States Forces in Europe, we have had the honor and privilege of supporting numerous historic operations from Incirlik base. From the Cold War to Desert Storm, to Northern Watch, to current operations down range, we've successfully executed our mission to support and protect U.S. and NATO assets and people throughout Turkey.

To continue this history of mission success, I need you all to be **Fit, Focused, and Ready**. "**Fit**" in body, mind and spirit; "**Focused**" on our mission and family; and "**Ready**" for anything. I will repeat the word "Ready," and emphasize the focus on mission and family together here at Incirlik. Every member of our team is important to me and your collective safety and well-being is a responsibility I take very seriously. Safety programs and force protection measures are more than just requirements; they are a way of life both on and off duty. By staying vigilant, you can ensure the safety of yourselves and others...let's help each other and be good Wingmen.

Turkey is a beautiful country with an amazing past and rich heritage. Your Turkish hosts at Incirlik will extend the hospitality of their country to you, and I urge you to take advantage of the wonderful cultural and travel opportunities during your tour. Keep in mind, the Turkish military and civilian personnel assigned here, as co-defenders of democracy, support the common interests of our countries. I ask that you please take the opportunity to foster engagement and cooperation between our nations at all times.

Remember that while you are here, you are an American ambassador; so, please conduct yourself with dignity and respect for our hosts.

Again, welcome to Team Incirlik.

Commander, 39th Air Base Wing

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BEFORE YOU PCS

Traveling to Turkey is not like any other PCS you may have done. The rules are unique and even if you have been to other European locations you will find there are many differences. Some mistakes can cause refusal of entry to the country and others can cost you thousands of dollars, attention to detail is a must.

This document was developed to help newcomers understand the many steps necessary for arriving and living at Incirlik.

READ THIS DOCUMENT!!! There is lots of good information for your move, arrival and living in Turkey. If you have any questions about any of this information contact your sponsor or the AFRC at 676-6755 or afrc@incirlik.af.mil . Most numbers are 676- unless displayed as commercial.

Dialing Instructions

From a U.S. Commercial Phone: 011 + 90 + 322 + 316 + four digit extension

From a DSN within Europe: 676 + four digit extension

From a DSN outside Europe: 314 + 676 + four digit extension

All phone numbers in this document are the number for the units or offices designated.

Contacting your base operator may be the best option to reach the office you need. Just remember Incirlik is in the Eastern European Time Zone.

MEDICAL SCREENING

Incirlik AB, Turkey is geographically separated from USAF Europe (USAFE) and European Command (EUCOM) with fewer medical services than many military families are accustomed to while stateside. We have a clinic on base, not a hospital and therefore have limited services available. Please be sure your Preventive Health Assessment (PHA) will be current upon arrival.

To ensure appropriate services are available to meet your family members' needs, a thorough overseas medical clearance screening process will be performed by your losing base medical personnel. Be sure to identify any possible dental, educational, emotional, psychological, or medical needs you can anticipate for the length of your projected tour. Limited adult psychological services are available locally while child psychological services are not available. Major surgeries are not performed at Incirlik AB. Any conditions requiring long term and/or follow-up care should be considered very carefully in your

relocation process. Please discuss our limited medical capabilities thoroughly during your family's medical clearance with your provider before you depart your current duty location. Careful preparation and participation in the screening process is essential to a successful and healthy accompanied tour.

Check with your local medical treatment facility to initiate your Request for Family Member's Medical and Educational Clearance for Travel (AF Form 1466) **six** months, or as soon as possible prior to your PCS departure date.

ACCOMPANIED VS UNACCOMPANIED

If you have a family, you will need to decide early on if you will come to Incirlik accompanied or unaccompanied. You do have the choice. Incirlik is a great family assignment and our community on base is small and people are always willing to lend a hand. Many people find Incirlik to be a kid's paradise, safe, a great family fun. The decision is a personal one which requires you to look at your family position and make an educated choice. We have many people who decided to come unaccompanied based on "a friend's advice" and once they arrived found that they should have brought their family. Most of us with families will choose to bring them, but if you have doubts read the facts and talk with several people who are or have been here recently before deciding. Incirlik has changed a lot over the years so those who may have been here a while back will have out dated information. If you decide to bring a child (or children), but leave your spouse in the states, contact the Pass and Registration office at Incirlik 676-6617 for information about completing requirements for a residency permit for children.

PASSPORTS

Military members do not require a passport for travel to Turkey, unless they have a PPC (Personnel Processing Code) that requires them to obtain one. All dependents that are U.S. citizens and will accompany the military sponsor to Incirlik **MUST** have a valid U.S. no-fee passport This is a passport issued for 5 years. Non-U.S. citizens must possess a valid passport from the country of their citizenship. Obtaining your dependents No-Fee Passports could take up to eight weeks, so this process should be started within 14 days of assignment notification. Please refer to the Foreign Clearance Guide for the most up-to-date requirements (<https://www.fcg.pentagon.mil>). Tourist passports are blue passports which look the same as the no-fee passport, but are issued for 10 years. They should not be used for PCS travel. Family members who travel on tourist passports will encounter many delays and possibly non-reimbursable fines when in-processing to Incirlik. Ensure

your Outbound Assignments Clerk processes No-Fee passports for your family members...this is a mandatory requirement.

Turkey recognized US and foreign passports from NATO countries only. If you are a Non-US Citizen from a Non-NATO country and flying AMC (PE) into Incirlik Terminal, you must have a visa for 30, 60 or 90 days from the Turkish Embassy. There is a Turkish Embassy in DC. Incirlik Terminal will not accept valid passport from countries like the Philippines, etc. If you are flying commercial into Istanbul, you can purchase a visa from there. Start this process as soon as possible; obtaining your family's passports can take some time."

DoD Civilian employees and their dependents will need to have an official (maroon color) passport prior to coming to Incirlik.

*Tourist passports are not required, but are highly recommended for leave/leisure travel.

SPONSORS

You should receive an electronic Sponsor Package from your gaining unit. If you have not heard from your sponsor within 90 days of your report date, contact your Military Personnel Flight or Incirlik's Military Personnel Section at 676-3280. Be sure to respond and keep contact with your sponsor frequently. If a sponsor is still not assigned, contact the A&FRC at 676-6755 for assistance.

ORDERS

Besides your standard PCS orders you will also need a set of NATO orders for this PCS. You will need your NATO orders for the duration of your assignment. These orders should be done by your local MPS prior to PCSing. Your expected date of return on your NATO orders should encompass your entire anticipated tour length at Incirlik (example: a 24 month tour with an arrival date of 7 Jan 13 should have an expected return date of 31 Jan 15). Also the orders must be original signatures in BLUE ink and have an official stamp. Dependents are not to be listed on the NATO orders. However, they must have a no-fee passport or they will be turned away upon arriving in country and it is a requirement to get a Turkish Visa (which can be obtained before or upon arrival). Please refer to the Foreign Clearance Guide (<https://www.fcg.pentagon.mil>) and the below link for NATO order requirements and example.

* https://www.fcg.pentagon.mil/static/NATO_Travel_Order_Example.pdf

THE GOVERNMENT TRAVEL CARD (GTC)

Prior to PCS you will need to out process with your unit Agency Program Coordinator (APC) to validate the status of your GTC. You will receive a briefing from your APC stating what you need to do at your new duty location to ensure your account is updated accordingly. Your APC at your gaining station will assist you. You need to check with your unit's APC to ensure your mailing address is correct. If you never had a debit or credit card and are considered to be a frequent traveler (you go TDY more than twice per year), contact your APC to get the application started so you can get the new card. Your PCS travel voucher should be filed within 5 days of arrival to your new duty location. Split disbursement is mandatory and must be selected so your GTC will be paid. Your GTC is for official government use only. Any questions regarding GTC should be directed to your APC.

HOUSING/DORMS

All US military and civilian personnel attached, assigned, or under the operational or administrative control of Incirlik AB are required to reside in base quarters (family housing or dormitories) due to force protection considerations. Individuals requiring military family should contact their current base housing office and submit a DD Form 1746, Application for Assignment to Housing. No action can be taken to assign housing until this form is received by the Incirlik Housing Office. Ongoing renovations in both military family and unaccompanied housing may limit housing options until 2015. All correspondence for family housing can be sent to 39ces.cechh@us.af.mil or you can call DSN 676-6232 for any questions.

Delete the bullet, "Personnel with a 3 or 4 bedroom requirement that cannot be housed upon arrival..."

The bullet, "PERSONNEL DESIRING TO COME TO INCIRLIK IN AN UNACCOMPANIED STATUS MUST CONTACT THEIR MPS AS SOON AS THEY ARE NOTIFIED OF THEIR ASSIGNMENT TO ENSURE THAT CONCURRENT TRAVEL IS REQUESTED" should be moved to Accompanied vs. Unaccompanied under the title "BEFORE YOU PCS."

WHAT TO BRING

Military Family Housing at Incirlik is small so you need to think about what you will bring

before packing day. Square footage tends to be limited and you will have a carport instead of a garage, you can view housing floor plans and square footage at www.housing.af.mil. There is no guarantee of a specific floor plan but the information will give you an idea of what Incirlik has to offer. There will be transformers available for the original houses which are primarily 220v. All kitchens have 110v and 220v, so all of your small appliances will work. Renovated houses have 110v and 220v in all bathrooms while original only have 110v. Color of the house is not an option.

WHAT NOT/CONSIDER TO BRING

Lawnmowers, weed eaters, water hoses, outside grills (gas or charcoal), lawn chairs and tables, ect... Departing Turkey can be very stressful and the Customs office is very specific on items shipped from Turkey. These are high concern issues for departing military members.

LODGING/TLA (HODJA INN)

Prior to arriving, make reservations at the Hodja Inn, 676-9357. Your sponsor can take care of this, as well. This is where inbound personnel will stay if there is no immediate housing available. A Temporary Lodging Allowance (TLA) is provided to cover expenses. For reimbursement contact the Military Family Housing office if you are accompanied, if Unaccompanied Housing office, both located in Building 833. This is not filed on your travel voucher; you must file your TLA with the housing office. Ask about the plane to pillow program from your sponsor as well.

SHIPPING YOUR CAR

All personnel are authorized to ship a vehicle to Turkey even if you are unaccompanied. The downtown roads are not the best in some areas off base. If you are bringing a family you will most likely want/need a vehicle. Discuss with your sponsor if you have questions or doubts. It is recommended to ship a bicycle, bicycle helmet and a lock in your unaccompanied baggage to use as transportation while waiting for your car to arrive. All persons who ride a bicycle, tricycle, or other human powered vehicle, including motorized bicycles, on an AF installation in a traffic environment shall wear a properly fastened and approved (e.g., Consumer Product Safety Commission, ANSI, Snell Memorial Foundation or host nation equivalent) bicycle helmet.

Your vehicle must meet the specifications of the Turkish Safety Inspection in order to be registered properly. The safety standards include, but are not limited to, the following: an emissions test, verification of the engine and VIN numbers of the car, examination of window tint (tint not manufactured into the vehicle's glass is not acceptable). If the vehicle is a truck or van, mud flaps are required for the rear tires. If the vehicle requires mud flaps, they can be installed for a nominal fee, but it is probably easiest to have this done before you leave. If the vehicle's tint must be removed, remove it prior to shipping. Vehicles will be checked at the port of entry by Turkish customs officials. They will check the vehicle surface, windows, wipers, headlights, brake/lights, license plate/lamp, and the muffler. All documents for the vehicle must be in order when picking up the vehicle; i.e., current insurance, color and other info.

-NOTE: FAILURE TO REGISTER YOUR VEHICLE WITHIN 90 DAYS OF THE DATE LISTED ON YOUR AUTO BEYANNAME PAPERWORK WILL RESULT IN A FINE BY THE LOCAL AUTHORITIES. IF THE VEHICLE FAILS INSPECTION, YOU MUST IMMEDIATELY CORRECT IT BEFORE THE 90-DAY LIMIT EXPIRES.

Your vehicle must be registered in the Adana province at the local traffic bureau. Pass & Registration office personnel will assist you in registering the car. The present cost for vehicle registration is approximately \$400.00. These rates change frequently. If cost is a factor in your decision to bring an auto, recommend you check with Pass & ID 676-6617 for costs during the time of your PCS.

MOTORCYCLES

Currently, Incirlik AB has Motorcycle Safety Foundation Instructors. However, riders must have a motorcycle endorsement on their stateside license prior to operating a motorcycle in Turkey. USAFE Personnel must have M/C refresher training every 3 years. Motorcycles must be registered through Pass and ID. All USAFE Airmen are required to have the Economic Community of Europe <<http://www.unece.org/>> (ECE) 22.05 approved motorcycle helmets. USAFE Guidance Memorandum USAFE 91-1 mandates that regardless of country assigned, all personnel who operate or ride as a passenger on a motorcycle must wear a protective helmet which, at a minimum, meets certification requirements of Economic Community of Europe (ECE) 22.05. If a motorcycle is the only transportation you will bring; verify with your insurance company before shipping you may need to purchase Turkish insurance.

DRIVERS LICENSE

MILITARY MEMBERS: All military members stationed or TDY at Incirlik AB must have either a valid stateside license (see below) or an International Driver's License (IDL). During in-processing, Pass and Registration will provide you with USAFE FM 181, "Vehicle Operator's Permit for Turkey" based on your valid stateside or International Driver's License (IDL). Bottom line; arrive at Incirlik with either a valid stateside license or an IDL in your possession.

CIVILIANS/FAMILY MEMBERS: All civilian personnel must possess either a valid IDL or have their stateside license translated to Turkish and notarized. The translation and notarization process is not easy to accomplish in Turkey and is expensive (around \$100), therefore we strongly recommend obtaining an IDL. They are easily obtained from the American Automobile Association (AAA) by following the directions at <http://www.aaa.com/Vacation/idpc.html>. The IDL will cost \$15 and take about 3-4 weeks via mail. You do not have to be a member of AAA in order to obtain your IDL through AAA. The IDL application requires two passport size photos which you can obtain at many different places at your current location. Before departure, you can obtain an IDP at a local office of one of the two automobile associations authorized by the US Department of State: AAA ([American Automobile Association](#)) or [National Auto Club](#).

YOUNG DRIVERS: Drivers under the age of 18 who have a valid stateside driver's license can drive in Turkey as well...same rules as listed above. Be aware however, restricted licenses are not honored. If your child has a license marked restricted in any manner (this varies greatly by state) it is not recognized by Turkey.

While you could obtain the AAA license after you arrive, we recommend you do this before you depart your current location to prevent delays in your ability to drive here.

NOTE: **A valid driver's license is one that has not yet expired.** The Turkish Government **does not recognize the military clause** that some states have allowing extensions after expiration dates. In the expiration block of the driver's license, it must have a date in the future. **It cannot say "no expiration date" or "military"**. Licenses with the statement "Valid Without Photo" are acceptable. Driving permits or restricted licenses for new drivers are not recognized by the Government of Turkey.

All active duty, DoD civilians and family members must attend the Local Conditions Course. This course is offered every Thursday as part of Newcomers Orientation.

P E T S

Accompanied personnel may bring pets to Incirlik. Reference DTR 4500-9-R, Part I, Chapter 103, paragraph J1. Pets defined as cats or dogs only. Pet Shipments on AMC flights is limited to two pets per family in permanent change of station status only. 15 days prior to departure you may apply for a third pet if pet space is available. Permissible pets on the installation are fish, aviary birds, small mammals, cats, and dogs. Housing does not allow pets in unaccompanied quarters. We do have an Army veterinarian on base so care

is available. However when they are TDY, you will have to depend on support from local Turkish veterinarians. Note that none of the veterinarians, including the Army veterinarian, are able to perform orthopedic procedures, and certain medications and diagnostic tests are not available.

Here are several other things you need to consider prior to shipping your pet. There are no boarding facilities or kennels located on Incirlik Air Base. There is one off base but you must make arrangements to get your pet there. This means you need to have a plan before you arrive in country on how you will house/care for your pet. We do have a limited number of TLF rooms that can accommodate pets for a non-reimbursable fee of \$10 a day. Make reservations early! Close coordination with your sponsor is an absolute necessity to ensure that appropriate arrangements are made so that your pet will have proper accommodations while you are getting settled. A list of pet sitters can be obtained at the Vet Clinic, if any are available at the time of your arrival. Call 676-3119 or e-mail at 39fss.vet@us.af.mil.

Please note that pets are not allowed to be buried or cremated.

SHIPPING YOUR PET

Shipping your pet will be at your personal expense. In many cases, your pet can travel with you on your flight. Pets may be shipped on Air Mobility Command Category B flights from certain US ports or via commercial carrier. Regardless of whether your pet will travel via an AMC aircraft or with a commercial carrier, you should contact your current traffic management office or commercial airline carrier at the earliest possible date. If traveling in the heat of the summer, check to see if the commercial airline will permit pet travel due to high heat risk. Some airlines will not take the risk during the hottest months of the summer. Some airlines and private shippers have temperature control baggage compartments that would allow your pet to travel any time of the year. Plan ahead and make arrangements early.

HEALTH CERTIFICATE

You will need a Veterinary Health certificate stating the animal is in good health and free from rabies or suspicion of rabies. Please be certain that the rabies vaccination is clearly documented in the record along with lot numbers from the bottle and the rabies certificate that was issued. The health certificate is good for 10 days from date of issue so ensure you have plenty of time left on the form when you depart. Health certificates are available at your local Vet or your Military Veterinarian. The forms used by the Military Veterinarian are the DD Form 2209 and the DD Form 2621. The DD Form 2621 will be used if the member is arriving on an international commercial flight. The DD Form 2209 will be used by members arriving on the AMC Patriot Express.

The member is not required to contact the Turkish Consulate or required to have a pet passport in order to bring a pet into Turkey despite what some web sites may say.

UPON ARRIVAL AT INCIRLIK

Upon arrival, pets are required to be registered at the Veterinary Treatment Facility within 10 days. A microchip (AVID identification process) will be placed in your pet at the time of your visit if the pet does not already have one. If your current chip is ISO compatible then there will be no need to re-chip your animal. There is no quarantine required in Turkey for any pet.

ADOPTING PETS IN TURKEY

It is possible to adopt pets while in Turkey. If adopting a pet from another Incirlik resident then transfer paperwork must be completely filled out at the Veterinary Treatment Facility (VTF) by both the previous and current owner(s). If adopting a pet off base, this pet must be micro chipped, vaccinated, and registered at the VTF within 10 days of purchase. All pets must leave the base with the member or be formally adopted out, otherwise the pet will be considered abandoned and UCMJ action may occur.

OFFICIAL DOCUMENT CENTER (ODC), MILITARY POSTAL SERVICE

Postal services at overseas locations differ greatly from those that you may be used to at stateside addresses. Below are some of the biggest changes you will encounter. 30 days prior to your PCS, you may request a post office box.

Sponsor can set up your P.O. Box by bringing a copy of your orders to the Directory Section located in bldg 977 between the hours of 1100-1600.

a. Please pick up your mail on a daily basis to prevent mail accumulation. Our facility has limited space and cannot store mail indefinitely. Packages should be picked up immediately upon notification. Packages will be returned after 15 days.

b. Your address is for YOUR PERSONAL USE ONLY. Items for anyone other than you and your command sponsored dependents cannot be received to include mail addressed "in care of". Violations of this policy may result in loss of MPS privilege.

c. Your MPS privilege/APO mailbox will not be used for personal financial gain. If you intend to run a home business, such as Pampered Chef, Tupperware, Party Lite, eBay, etc, legitimate methods to mail business-related items include host nation postal services and commercial shippers such as FedEx and UPS using your physical home address and NOT your APO address. Once again you MAY NOT receive mailings that are business related into your personal box, i.e., supplies, merchandise samples, training aides and business documents.

d. Prior to any departure of more than 10 days you must notify the APO and fill out a temporary mail disposition card. These cards will allow us to either hold or forward your mail to your temporary location.



e. First class/Priority mail takes between 7-14 days to arrive at our location. In some cases if items do not receive proper endorsement priority mail may be dispatched as surface mail. If this happens your items could take 4-8 weeks to arrive.

f. To avoid interception by local customs please ensure you use the correct address format.

Name ONLY (No Rank/No Unit)
PSC 94 Box XXXX
APO, AE
09824
(If country is required, write "USA" only)

NEVER put Turkey anywhere on the address/parcel. Turkish Customs may intercept the package and impose a tax. You may also be required to pick-up the item in downtown Adana.

For more information, call 314-676-6301 or 011-90-322-316-6301.

SET UP LAN ACCOUNT

If your current base has not migrated to the AFNet, fill out DD Form 2875. Complete Information Assurance Training (on the Air Force Portal) and print the certificate. Once completed, send these two forms to your sponsor. Your gaining Unit IAO will open a ticket with the ESD and have your account created so it is available when you arrive at Incirlik.

If your current base has migrated to the AFNet, you must contact the ESD prior to your departure to have your account de-provisioned. Contact your sponsor and have your gaining Unit IAO open a ticket with the ESD to have your account re-provisioned and granted access to the required Incirlik shared drives. Please note this process does take a few days to complete and member will be without network access during this time.

BEYANNAME

Due to concerns about black marketing, more information on pg. 30 most high value items are strictly controlled on your entry into Turkey by Turkish Customs. Their concern is that items can be brought into the country and sold on the local economy avoiding import controls. Therefore, when you bring your HHGs into the country, many high value items will be itemized on a form to ensure you also take these exact items out of the country with you when you depart...this form is the Beyanname. Items that will be listed on this form



must depart Turkey with you even if they break while here...you must keep them to take out of the country.

The Beyanname will be filled out when your goods are delivered in Turkey and requires strict attention to detail. Good preparation before your move will make this process much easier. Ensure that you have exact serial numbers listed on boxes and on your inventories so when the Beyanname is filled out it will have accurate information which will simplify your departure when it is time to leave Turkey.

Items that will generally be listed on your Beyanname are large items or electrical items such as television sets, stereos, videos, computers, etc. Failure to follow proper procedures when completing the Beyanname can result in large fines when departing Incirlik at the end of your tour. For a current list of Beyanname items, ask your sponsor or contact the TMO office.

The in-processing section of this booklet contains additional information on Beyanname...make sure you read it thoroughly as well prior to receiving your HHG shipment.

The TMO office and the Turkish Liaison Customs Office are both located in Building 281. TMO can be contacted at 676-6030. The Turkish Liaison Customs Office may be reached at 676-6180.

IMPORTANT DOCUMENTS TO HAND CARRY

ID Cards	Official/No Fee Passport (<i>dependents</i>)
Personnel Records	Orders -PCS and Original NATO
School Records	Receipts for Travel Voucher
Medical/Dental Records	Checkbook (<i>keep checking account open/bring plenty of checks</i>)
Birth certificates	Vehicle registration
Marriage certificate	Vehicle shipping paperwork
Current Driver's License	International Driver's License
Documents for employment applications	Completed in-processing forms (<i>get them from your sponsor</i>)



RELOCATION ASSISTANCE

Moving to a new base or community is a normal part of life in the Air Force, but still a major life event for the family. The Airman & Family Readiness Center's (A&FRC) relocation assistance provides services to all Active duty for the purpose of easing the stress of moving from one location to another.

Some of the many services available are:

- Child Care for PCS, a program funded by the Air Force Aid Society, which pays for 20 hours of childcare per child on both ends of a PCS move (dependent upon childcare availability)
- Up-to-date information about your new base and community before you move
- Information on how to prepare for your move
- Help planning your moving costs
- Job market options
- Information to make move smoother for the entire family
- Sponsor information

Just contact your local A&FRC before you leave, or contact the Incirlik A&FRC at 676-6755, commercial 90-322-316-6755, or e-mail AFRC@incirlik.af.mil

WHEN YOU ARRIVE

You can fly into Incirlik one of two ways, AMC or Commercial. If you fly on an AMC flight (called the Patriot Express) you will arrive directly into Incirlik...this is the easiest way to travel. If you fly commercial, you will go through Istanbul airport on your way to the Adana airport. Either way you will have to go through customs at your first port of entry into the country, Incirlik or Istanbul. If you will arrive on commercial air, ask your sponsor to talk to you about the layout at Istanbul, this will help you better navigate the airport. **Never wear your uniform or logos of US military on backpacks or clothing traveling commercial.** Passing through customs is a very exacting process; failure to have the correct paperwork will cause huge problems. Be prepared for this and make sure you have everything you need before arrival. There is also a chance of your baggage being lost or arriving later.

TURKISH AIRPORTS/VISAS

Either way you travel, you must clear Turkish customs before departing the terminal at which you arrive in Turkey.

Military members need to present their PCS orders, NATO orders (signed in blue ink) and military ID card. Be sure to keep your original copy of the NATO orders that are stamped in red in a safe place (the customs agent will stamp them in red). You will need them every



time you travel in and out of the country.

Civilian federal employees need to show PCS orders and a no-fee passport. Dependents, who are not Turkish citizens, need to present their no-fee passports, sponsor's PCS orders and their military ID card.

AS A LAST RESORT, in the event that you do not have these required items, you can enter the country with a tourist passport by purchasing a 3-month tourist visa (about \$20) before going through customs. This is a temporary fix, but will gain you entry and can be corrected later. Try to avoid this scenario!

Your sponsor or other unit representative should meet you when you reach the final terminal, either Incirlik AB or the Adana Airport, and arrange/provide transportation. Remember, your sponsor cannot enter the customs area, he/she will be outside the terminal. If your sponsor fails to meet you, attempt to get in touch with your unit First Sergeant by calling the Command Post at 676-9920 on-base or 322-316-9920 from off-base.

In the event the airline loses your luggage on the flight to Incirlik, a representative of Base Transportation, available at 676-6756, will escort you to the airport to help get it back once it gets into country.

If you're coming from GE you would drive down through Italy take a ferry to Greece drive through Greece and Cyprus then take another ferry from Cyprus to Turkey. The amount of \$20 that you have to pay is for a visa at the border of Turkey. If you show them your PCS orders and Nato Orders then you will not have to pay the \$20.

AMC

If you travel on the chartered AMC, Patriot Express, you should be met by your sponsor outside the terminal. An AMC representative will guide you on the proper procedures. If your sponsor fails to meet you, attempt to get in touch with your unit First Sergeant. If unable to contact your unit, ask the AMC personnel to assist you in obtaining transportation to the 24 hour arrival point, the Hodja Inn. Call taxi 676-TAXI – 676- 8294

ADANA AIRPORT SHUTTLE

If arriving by a commercial flight, provide your sponsor with your flight information. You should be met by your sponsor outside the terminal (they cannot come in), however if for whatever reason, your sponsor is unable to meet you, taxis are available at the airport. A taxi from the airport to the main gate takes approximately 30 minutes and will cost around \$30.00. LRS can also provide transportation to the base for those traveling on orders. Call 676-6756 (from the states) or commercial 90-322-316-6756 to contact LRS and arrange

base transportation.

BASE ENTRY

Incirlik is a Turkish Air Base and as such you can't just enter by showing your ID card. There is only one entry to the base. The gate guards are Turkish, but there is always a U.S. Security Forces member on duty at the gate that will be glad to help you if required. If you are having problems gaining entry, ask the Turkish guards to speak with the U.S. SF member on duty for assistance. You will be required to have a gate pass to get on and off base. If you do not already have a temporary pass when arriving, PCS or TDY, the SF member at the main gate will assist you in getting a 24-hour pass, as well as directing you to the 24-hour check-in point.

Permanent Passes are issued only after you arrive on base and attend Newcomers Orientation and can take 3 -5 days or more to process. TDY personnel will be issued a Temporary pass.

INPROCESSING/NEWCOMERS ORIENTATION

Like anywhere you may have been before, in-processing is a bit of a chore and requires several steps. We have done a lot of work to minimize your required stops to accomplish this, but you still need to be organized and make sure you get everything accomplished. Several of these steps have deadlines associated with their accomplishment and failure to achieve these timelines could result in very large fines from the Turkish government! Do not procrastinate on any of the in-processing actions.

MILITARY PERSONNEL SECTION IN- PROCESSING

Members must immediately report to the MPS on the 1st duty day after their arrival (your appointment time will be sent to your squadron). If your squadron has a personnel list, you will in-process with your CSS versus the MPS.

MEDICAL RECORDS/ TRICARE REGISTRATION

After your MPS appointment, you will be instructed to proceed to the medical clinic to drop off your medical records and register for TRICARE.

You are expected to arrive at Incirlik AB medically ready. This includes a current Preventive Health Assessment (PHA), immunizations, dental, and fitness requirements.

NEWCOMER'S ORIENTATION (EVERY THURSDAY MORNING)

Newcomer's Orientation is a prerequisite to obtain a permanent gate pass.

Must sign-up at the AFRC or call 676-6755

Newcomer's Orientation is held every Thursday at the Airman & Family Readiness Center – Bldg 833 at 0815. **NEWCOMER'S ORIENTATION IS MANDATORY FOR ALL ACTIVE DUTY MEMBERS AND CIVILIAN EMPLOYEES. ALTHOUGH IT IS NOT MANDATORY FOR SPOUSES TO ATTEND THE ORIENTATION, IT IS HIGHLY RECOMMENDED**

Children under 12 years are not permitted in Newcomer's Orientation. Please pick up a Child Care for PCS voucher from the A&FRC, ensure that your child's shots are up-to-date and register your child at the CDC at least 24 hours in advance.

SPOUSES NEWCOMER'S ORIENTATION (EVERY THURSDAY MORNING)

Dependent spouses accompanying members on permanent change of station orders to Incirlik AB are highly encouraged to attend base in-processing. This will ensure that all personnel receive force protection information vital to their safety and security. Spouse in-processing is held in conjunction with regularly scheduled base Newcomers briefings and spouses who are unable to attend the briefing with their sponsor may attend a subsequent session.

To facilitate spouse attendance at in-processing, commanders and supervisors will allow military members time away from work to care for minor children should other day care options be unavailable.

FINANCE/TRAVEL VOUCHERS

39th comptroller Squadron

The finance customer service/cashier is located in building 833, on the first floor. The hours of operation are 0830-1630, Monday through Friday. The customer service phone number is 676-8114. EMAIL: 39cpts.financialservices@incirlik.af.mil

**PLEASE REVIEW ALL OF THE FOLLOWING INFORMATION CAREFULLY!
FAILURE TO UNDERSTAND THIS INFORMATION AND CORRECTLY FILE YOUR
VOUCHER MAY CAUSE DELAYS IN PAYMENT**

Travel vouchers are to be filed within your first week of arrival. Please complete the following steps ASAP to ensure prompt payment of your PCS voucher and avoid overpayment of entitlements.

Step 1) Switch CAC over to Incirlik AB @ MPS Customer Service

Step 2) See your unit ISSO to complete a USAFE IMT 115 and create an Incirlik AB Network Account

Step 3) As soon as your computer account is created; visit the "PiPs" website to file your PCS voucher. This can be done at work or the Finance Office in bldg. 833.

<https://efinanceworkspace.wpafb.af.mil>

Check Cashing and ATMs

Due to the lack of US banking facilities, there are three (3) locations on base that offer check cashing and six (6) ATM locations:

1. The Finance Disbursing office will cash personal checks \$750.00 per family, per day, \$2500 per week per family.
2. Both US Currency and Turkish Lira are available. Cashier hours are 0830-1630, Monday through Friday.
3. The Exchange has a limit of \$300 per day. However, they only offer US Currency. Cashier hours are 0900-2000, Monday through Saturday, and 1000-2000 on Sunday.
4. The Consolidated Club Complex has a limit of \$300 per day and they offer both US Currency and Turkish Lira. You must have a club card in order to use the Consolidated Club cashier. Cashier hours are 1100-1900, Monday through Friday, and 1100-1700 on Saturday.
5. There are also six (6) ATM locations on base. There are two (2) at the AAFES/commissary parking lot, one (1) inside of the Consolidated Club Complex, one (1) at Lodging, one (1) at the main gate, and one (1) in the



Turkish Shoppette. US Currency and Turkish Lira are available at these ATM locations.

6. There is one (1) ATM in the Alley that dispenses US currency, Turkish Lira, and Euros.

For additional information to include rates, please visit the virtual Finance website listed below:

<https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPagelId=sA1FBF31D23D21F6B0123ED377B730575>

~~—Helpful Sites - Please go to the E-Finance workspace (link below) to complete your finance transactions and forms~~

FINANCE FORMS/TRANSACTIONS

<https://efinanceworkspace.wpafb.af.mil/Workspace.aspx>

FINANCE FAQ'S

<https://afkm.wpafb.af.mil/FMKM>

DFAS Finance and Accounting Home page (MYPAY)

<http://www.dfas.mil/index.html>

DOD Per Diem and Travel Website (JFTR)

<http://perdiem.hqda.pentagon.mil/perdiem/>

Finance Regulation

<http://www.defenselink.mil/comptroller/fmr/07a/>

The following information is GENERAL information for members stationed at Incirlik AB. Please contact our customer service section for specific rules and questions.

ENTITLEMENTS:

Dislocation Allowance (DLA)

This is a one-time payment, based on member's grade and dependency status. This is not authorized for members who will be assigned to unaccompanied quarters. This entitlement is paid via the PCS travel voucher.

Temporary Lodging Allowance (TLA)

TLA is an OCONUS entitlement. TLA must be filed with the Housing Office and not on the member's PCS voucher. Housing requires member's orders and lodging receipt(s) in order to process the claim. TLA will be reimbursed in the member's military pay check and displayed on his/her LES.

i.e. If you had billeting here at Incirlik Hodja Inn, you must file your TLA claim with our Housing Office.

Temporary Lodging Expense (TLE)

TLE is a CONUS entitlement. For CONUS to OCONUS assignments, members are authorized 5 days. TLE will be filed with member's travel voucher and reimbursed as a travel payment.

BAH- Basic Allowance for Housing

Only Authorized to members who have Dependents living OCONUS.

Members paying child support of any type are only Authorized BAH-Diff if they are living in Dormitories

OHA-Overseas Housing Allowance

Only authorized for members who have Dependents residing OCONUS.

Imminent Danger Pay (IDP)

IDP is a monthly entitlement that is prorated by day. Members are paid \$7.50 for each day of duty performed in the IDP area up to the monthly maximum of \$225. If a member goes on leave or performs duty (TDY) outside of the IDP area, s/he is not entitled to IDP for those days.

Military Pay

Cost of Living Allowance (COLA)

COLA is a monthly entitlement. The amount varies based on location, number of dependents, and exchange rate which fluctuates every two weeks.

BAS-Basic Allowance for Subsistence

All members receive BAS. If you live in the dormitory you will have a meal deduction. However, E-7 and above in dorms, and members living in housing, should not have a meal deduction.

If you are a member that consistently misses more than 18 meals per month, your commander may consider removing you from ESM and allow full rate BAS without deduction.

Family Separation Allowance. Type R (FSA-R)

FSA is only authorized if your dependents were medically restricted from accompanying you to Turkey. Orders must state "Dependents not medically cleared" not "unaccompanied" in block 10 and we must review AF 1466.

FSA is also authorized if member is married Mil to Mil.

POSTAL CLAIMS

TMO must fill out the package that you will submit to Finance for reimbursement.

RESIDENCY PERMITS

Residency and Visa permits are reimbursable expenses. You must file them on your PCS voucher or create a supplemental claim at a later time on a DD 1351.

ADVANCE DEBTS

Posted to your LES to show you have a debt pending collection.

Stop into Finance to check debt status and reason.

PAY ADVANCES

Authorized up to 180 post arrival to Incirlik and is typically repaid over a 12 month period. E-4 and below must have CC approval.

All other ranks must have CC approval for more than 1 month advance or more than 12 months repay.

TSP/CREDIT/ DEBT MANAGEMENT

We encourage you to invest-whether you are getting out or staying in...put back your money and have something to retire on.

Travel Tips

Airfare

All overseas airfare must be booked through TMO. Non-TMO booked airfare will not be reimbursed unless the orders state "foreign flag carrier authorized". Stateside airfare may be personally procured however it is limited to the government rate (TR cost)

TDY En Route

Members who are required to attend a TDY en route need to ensure TDY information is on their orders. This information includes class start and end date, line of accounting, meal availability and TDY location. If information is missing from the member's order, the member should contact MPS for amendments.

Receipts

Receipts are mandatory for rental car, fuel, airfare, excess baggage, lodging, and postage. For postage reimbursement, members must first stop at TMO to fill out the applicable forms. Members should ensure their postage receipts include the weight of the package prior to going to TMO. Receipts are also mandatory for any items \$75.00 and greater.

Lodging

Lodging at the port of embarkation OR debarkation is authorized. However, members cannot receive both entitlements.

Get rid of your debts and manage your credit.

Bad financial choices can be career effecting!!

PASS AND REGISTRATION OFFICE

Phone number: 676-6617

Hours of operation:

Monday – Friday 0730 – 1630 Bldg 833

PERMANENT GATE PASS

Everyone 12 yrs. or older needs a permanent gate pass **Civilians/Dependents cannot receive a permanent gate pass until they receive a residency permit (explained below)**

MILITARY SPONSOR PERMANENT GATE PASS

- Permanent gate pass application (*received after newcomer's orientation*)
- Copy of members PCS orders
- Copy of members red stamp NATO orders

- Copy of members ID card front and back
- Copy of any amendments and extensions

MILITARY FAMILY MEMBER PERMANENT GATE PASS

- Permanent gate pass application (*received after newcomer's orientation*)
- Copy of members PCS orders
- Copy of members red stamp NATO orders
- Copy of members ID card front and back
- Copy applicant ID card front and back
- Copy of applicant's passport picture page and "GIRIS" stamp page
- Copy of residency permits picture page and expiration page (NUFUS card for Local Nationals)
- Copy of any amendments or extensions
- Marriage book if married to local national. (Picture page and the following two pages)
- Copy of command sponsorship letter. (if applicable)

CIVILIAN SPONSOR PERMANENT GATE PASS

- Permanent gate pass application (*received after newcomer's orientation*)
- Copy of members PCS orders
- Copy of members red stamp orders and/or copy of passport picture page and "GIRIS" stamp page
- Copy of DEROS letter (job verification letter, if applicable)
- Copy of members ID card front and back
- Copy of residency permit picture page and expiration page
- Copy of any amendments or extensions
- **NOTE:** Civilians and Dependents must apply for their residency permit before they can apply for their permanent gate pass.

CIVILIAN FAMILY MEMBER PERMANENT GATE PASS

- Permanent gate pass application (*received after newcomer's orientation*)
- Copy of members PCS orders
- Copy of members red stamp orders and/or copy of passport picture page and "GIRIS" stamp page
- Copy of DEROS letter (job verification letter) if applicable
- Copy of members ID card front and back
- Copy of applicants ID card front and back
- Copy of member's and applicant's residency permits picture page and expiration page. (NUFUS card for Local Nationals)
- Copy of any amendments or extensions
- Marriage book if married to local national. (Picture page and next two pages)
- Copy of command sponsorship letter.
- **NOTE:** Civilians and Dependents must apply for their residency permit before they can apply for their permanent gate pass.

RESIDENCY PERMIT

All dependents are required to obtain a Residency Permit from Turkish officials. This is one of those actions which you need to accomplish immediately after your arrival in country.

Due to the increased enforcement by the Turkish Ministry of the Interior of Turkish Law 5683, **a 15-day limit for submission of Residency Permits is being enforced**, but to facilitate the process and avoid unnecessary fines, 39 SFS Pass and Registration asks that you turn in your application form as soon as possible after your date of arrival. Renewals cannot be submitted more than 15 days prior to the expiration date.

YOU MUST HAVE AN OFFICIAL Passport (NO-FEE) WITH AN ENTRANCE STAMP TO APPLY FOR A RESIDENCY PERMIT. It takes about 14 days for the paperwork to process through installation channels before being sent to the Adana Customs office. Fines are imposed on individuals that do not submit within 30 days which is why we imposed the above local suspense. Fines are very expensive for late Residency Book applications and go up for every month you're late.

Items Needed:

- 1 COMPLETED APPLICATION PER FAMILY MEMBER
- 1 COPY OF ORDERS, AMENDMENTS & EXTENSIONS PER APPLICATION
- 5 PHOTOS PER APPLICATION (TAKEN AT PASS AND ID)
- 172 YTL FOR EACH US CITIZEN APPLICATION (price subject to change, check with pass and registration for current rate)
- CONTACT PASS & ID FOR CURRENT THIRD COUNTRY NATIONAL PRICES
- Command sponsorship letter (unless dependents are on PCS orders)
- Photocopy of sponsor's military ID card
- **NO FEE PASSPORT WITH CUSTOMS STAMP**
- **THIRD COUNTRY NATIONALS WHOSE LAST NAME DOES NOT MATCH THE SPONSORS MUST SUBMIT AN ORIGINAL COPY OF THEIR MARRIAGE CERTIFICATE**

All the paperwork above, once completed, is turned into pass and registration. They will ensure you have everything you need and process the paperwork for you. When the residency permit is completed you will be notified and the dependent will need to schedule a ride down to Adana to pick it up. Pass and registration will assist with this process.

RATION CARD

Ration cards are required to purchase liquor and tobacco on base. You will receive this card during your in-processing appointment at the MPS or through your CSS if applicable. Ration Cards are authorized for the following personnel: -Airmen (18 years and older) -

Family Members (18 years and older) -APF and NAF employees and family members - Contractors and family members. To receive your ration card, visit the MPS in building 833 with your ID card and a copy of your orders. For more information call 676-3280.

BEYANNAME

When your HHG are delivered, one of the final forms which will be completed is the Beyanname. This form will document all the high value items which you brought into country. Pay close attention to the completion of this form, errors can cost you money in fines later!

An inspector will fill out the form while you are present. As mentioned in a previous section, items that will generally be listed on your Beyanname are large items or electrical items such as television sets, stereos, videos, computers, etc. Make sure the form is accurate to include the serial numbers.

Once completed, all the items on this form will have to depart Turkey with you when you PCS. Even if any of these items breaks during your assignment, **DO NOT THROW THEM AWAY**. Keep them so you can clear customs on your departure, you must take them with you. If any of these items are stolen, report it immediately and contact the legal office (JA). JA will help you work through the paperwork required to get any stolen items off your Beyanname. This is very hard to do, so try to avoid this scenario.

Failure to follow proper procedures when completing the Beyanname can result in large fines when departing Incirlik at the end of your tour. For example, an item valued at 800 YTL on the Beyanname can end up costing the member over \$1,000 in customs fines if it is lost or stolen and not cleared prior to departure.

LIVING ON BASE

HOUSING

Military personnel and appropriated government employees are required to reside on base and **are not eligible for off-base housing allowances**.

DoDDS teachers and contracting personnel are authorized to reside off-base and may receive allowances.

All houses are equipped with washers, dryers, and refrigerators.

The Air Force Portal has extensive housing information under the link for [VBR](#) to include the current housing waiting list.

Location: The housing office is located in Bldg 833, Room 149

Hours: Monday -Friday: 0730-1630 (Housing Office is open during most US and local Holidays and USAFE Down Days.)

Phone: Commercial from US: 011-90-322-316 6232 : 676 6232 Housing Referral (Economy Housing) : 676-6145/623

FURNITURE MANAGEMENT OFFICE (FMO) / LOAN LOCKER

HHG delivery will take a while in Turkey so to avoid lengthy stays in transient quarters or TLFs, the Furnishings Management Office was established to issue authorized items of government-owned furnishings to eligible personnel. These furnishings will help establish a household while household goods (HHG) are in transit, alleviating temporary lodging requirements. The FMO is located in the Housing Office, Bldg. 833, 314-676-6232.

FMO support is authorized for military personnel, DoD civilians and DoDDS employees (accompanied and unaccompanied sponsored) and contractor Key and Mission Essential Personnel. FMO loaner furniture support is limited to 90 days. If circumstances warrant, i.e., HHG has not arrived, you may request an extension through the FMO office.

Extensions must be submitted in writing, detailing the reason for the extension and how long you will need to retain the furniture items. All members authorized support are entitled to the following items on a permanent basis -Refrigerator, range, washer and dryer - Smoke detectors (as required).

FMO delivers and picks up the traditional “loan locker” items. Simply annotate that you want the kit when you arrange for your FMO furniture delivery. A loaner kit consisting of pots and pans, dishes, coffee pot, toaster and iron/ironing board (no TVs or VCRs) is available for all authorized personnel for up to 90 days after arrival, and for up to 90 days before departure. **The loan kit does not provide linens, towels, shower curtains or telephones. These items should be shipped in your hold baggage.** Linens may be checked out on a space available basis from the Airman and Family Readiness Center, but towels are not available. **These items should be shipped in your hold baggage, or mailed at least two weeks prior to your expected arrival.**

If authorized items are not available for issue, you will be placed on the waiting list. Get in contact with the FMO for further assistance and information on procedures to acquire items above, as well as necessary documentation needed. Appliances and wardrobes are issued for the duration of your tour when authorized to reside on the economy. FMO requires 7 duty days' notice for delivery and 10 duty days for pick-up of Loaner Furniture. Take your PCS orders and/or amendments, rental contract and landlord certificate of agreement, if residing off base, or the USAFE Form 250 if residing in government quarters.

SELF-STORAGE

Private climate-controlled self-storage facilities, such as we have in the U.S., do not exist in the local Incirlik community. On base, FSS Outdoor Recreation has individual storage units for rent. These are not large nor designed to hold large pieces of furniture. Storage units are available in two sizes, 6x12 and 10x12 feet. The costs could change over time, but at the time of this printing they run \$25 and \$30 respectively for the two sizes if you are a Club member (non-members pay \$35 and \$45 respectively). Contact Outdoor Recreation at 676-6044 for prices and availability; sometimes there is a waiting list for these popular spaces.

INTERNET OPTIONS

High speed internet (ADSL) connections are available at Incirlik AB. The ADSL office is located at the Club Complex. Your internet account must be registered in the sponsor's name.

To register you **must** have an active on-base phone number and an ADSL Modem (DSL Modems will not work with the Maya Net service) prior to registration with the ADSL Office. A filter for each phone line throughout your home is not required but you may need to get one if you experience excessive static. You can purchase a modem at the Base Exchange, order one online, or rent or purchase one at the ADSL office. Service will typically be activated within 3-5 business days. There is no activation or cancellation charge associated with registration and Maya Net will provide a onetime initial set up at your home at no charge. Your sponsor can have this set up with a copy of your orders. If a Club card is being used for payment, the Club member's name must be used at registration. Payments for Club members can be debited to your monthly club card. Payments for non-members can be made by VISA/MasterCard or cash at the Club Complex entrance on a quarterly, semi-annual or annual payment plan. Service will be terminated if your account is five days past due.

The available internet connection speeds include:

512K (Recommended) – Vonage, Skype, internet phone services, online gaming, video/audio conference, online school with audio and video

2048K – XBOX Live, downloading, running wireless or multiple systems, high-speed on-line gaming.

It is important to note that ADSL Internet and Maya Net cannot guarantee any optimum speed.

For more information please call the ADSL office at 676-3032. For technical problems that may arise once service is in effect call Maya Net at 676-3540.

TELEPHONES

The on-base phone system is unique and is obtained from the 39th CS (676-6941). Billing is handled through the Accounting and Finance Office so your phone bill is deducted directly from your pay (for Active Duty members only – DoD civilians must pay every month in person at the finance office). **Hand carry or include telephones in your unaccompanied baggage as they are sometimes in short supply at the BX.**

TELEVISION

Cable TV is free on base; this includes AFN channels and some local stations. More robust satellite TV is available for installation on Incirlik, but this is not free. It is recommended to ship a TV in your unaccompanied baggage, as they are not available for check out.

FREE COMPUTER & DSN PHONE ACCESS

-Library

Wireless, 7 ADSL commercial access computers (does not require LAN account). Also has systems with CAC access

Over 4000 movie and television series DVD's for checkout

-Community Center

10 ADSL commercial access computers - wireless connection available 24/7

-Bowling Center

Wireless access

-Lodging (Hodja Inn)

Main lobby has 2 commercial access computers, no wireless, 2 worldwide DSN phones

Lobby in Building 1066 has wireless access and 2 worldwide DSN phones

All of the guest rooms have wireless access as well

-Airman & Family Readiness Center

6 ADSL commercial access computers; 2 with CAC access

2 DSN phones

-PAX Terminal

Wireless 3 ADSL commercial access computers fax machine, 8 DSN phones

-Hodja Lakes Golf Course

Wireless access

-Base Exchange in the food court

Wireless access

BLACK MARKETING

Military members and civilians assigned to overseas bases and their dependents that are entitled to BX and commissary privileges need to be especially cautious of engaging in activities that could be considered black marketing. A "better safe than sorry" motto is the best one to follow. Here is a simple definition you can use: Any time you give, sell or transfer, any item to a Turkish national (or anyone else not entitled to duty free goods) that was not purchased on the Turkish economy, you participating in black marketing. That being said, there is a customary exception just for consumable items that are given gratuitously in very small or insignificant amounts, e.g. having your Turkish friends over to your house for dinner or the offer of a cigarette or drink to a Turkish friend.

AAFES and the Commissary import items for which Turkish customs duties have not been paid. The use and consumption of these items is permissible to the extent it is limited to those entitled to receive duty-free items, e.g., service members and their dependents. The duty-free status of these items creates a great disparity in price between what AAFES and the Commissary charge versus what the item would cost on the Turkish economy, where some items sell for several times the price paid at the BX, the Shoppette and the Commissary. This disparity in price creates an incentive for Turkish locals to try and persuade base personnel to transfer these items onto the Turkish economy --to "black market" duty-free items to individuals not entitled to duty-free goods.

Although airmen may be tempted to take advantage of this price disparity and try to sell duty-free items for a promised profit on the Turkish economy, the practice is illegal.

USAFEI 51-707, 11 Mar 04, paragraph 2.1, makes black marketing an offense punishable under Article 92 of the UCMJ. In addition to being illegal, airmen who begin to provide duty-free items to Turkish individuals not eligible to purchase them from the BX and Commissary are susceptible to being exploited for further wrongdoing, as there is some indication that elements of Turkish organized crime exploit unwary service members to provide duty-free items to them. Airmen who are convinced to purchase items for Turkish nationals may later find themselves threatened with prosecution under Turkish law, reporting to his chain of command or threats of bodily injury. Rarely do the airmen ever see any of the promised profit.

Beyond being illegal and creating the very real possibility of interacting with unsavory local characters, airmen who black market also endanger our ability to make purchases of items not subject to the customs duties. Our ability to bring items into Turkey without paying customs duties on them may be hindered if there is evidence that we are not ensuring that only the eligible personnel are consuming the duty-free items.

There are times during your assignment to Incirlik when you may be tempted to offer gifts to please your local friends or not know how to refuse when asked for goods by your landlord who has always been helpful and nice to you. The easiest, smartest and only lawful thing to

do is to say "no." The ration card system plays a role in limiting the likelihood of black marketing. In fact, under Air Force regulation, even buying goods in quantities more than your personal needs can be a punishable offense.

The punishment by Turkish and American authorities for black marketing is severe. For simple smuggling (the term used in Turkish law), there is a jail term of up to 5 years. For those who conspire to smuggle (cooperate with another in smuggling) the punishment is 7-15 years imprisonment. Punishments also include payment of customs tax and confiscation of the items. Air Force members face punitive or administrative action by their commanders. Dependents and civilians face revocation of shopping privileges and ultimately the loss of command sponsorship and barment from the installation.

Help us get the word out that not only is it illegal to "black market" items from the BX, Shoppette or Commissary (whether here at Incirlik AB, at Izmir AS or Ankara) – it's also a scam that rarely leads to the promised "payoff." Instead, the willingness of the member to black market once or twice is used to extort the member to pay off the locals for "quiet" money and to continue to illegally black market items. Encourage members to come forward to their first sergeant, the area defense counsel or the chaplain if they have fallen prey to this scam. There is a real concern for the member's safety and the threats and coercions on the member are sure to increase. Considering the consequences, black marketing is not worth the risk. Help educate others by explaining what black marketing is, and its consequences. It is best to be smart now, rather than sorry later. If you have further questions regarding black marketing, contact the legal office at 676-6800.

NANNIES/MAIDS/GARDENERS

Nannies, maids and gardeners are a big part of the traditions at Incirlik. They provide great services and tend to be inexpensive compared to what you would pay in the US; so many people choose to employ them.

There is a new process for finding nannies, maids, and gardeners. Four Turkish companies provide maid, nanny and gardener services. If you want to use the services of a maid, nanny or gardener, you must contact one of the Turkish companies. You can choose your maid, nanny, or gardener based on recommendations from coworkers or neighbors and terms offered by the company who employs them. Maids and gardeners are generally easy to find, nannies can prove a bit more challenging, but are still available.

Terms of the service agreement with the company and fees are negotiable and will vary depending upon the services required and company. Consult your neighbors and coworkers to get an idea of current rates. Do not commit to a price until you have had a chance to discuss with your neighbors or coworkers, they know what is fair.

Once you sign a service agreement with the company, you must provide the agreement and a copy of your orders to Pass & ID. The company will provide background paperwork regarding the maid, nanny, or gardener to 10th Tanker Turkish counterpart for authorization for their entry onto the base. The companies employ the maids, nannies, and gardeners

are responsible for paying their salary and completing employment paperwork consistent with Turkish labor and tax laws.

If you have questions about the process contact Pass & ID or the legal office.

A note of warning... maids, nannies or gardeners may ask you to purchase things for them at the BX or commissary. **THIS IS ILLEGAL, DO NOT AGREE TO PURCHASE ANYTHING FOR THEM.** They know better than to ask but some will try and hope you don't know the rules. You can incur serious fines for doing this...don't get sucked into this practice.

It is recommended that you place your child on the CDC waiting list before you PCS, using DD form 2606 and attaching a copy of your orders. Sponsors are eligible to register children prior to PCSing. The AF Form 357 is needed for dual and single Air Force members. Contact the CDC at 676-6553 for more information.

CURFEW/OFF-LIMITS AREAS

All personnel who live on base must be on the installation from 0200-0500 if they are in the local area. **Curfew hours may change randomly.** Your First Sergeant will announce changes. Additionally, changes to the curfew will be advertised on the commander's access channel and via a scroller on AFN channels. Overnight stays outside the base are approved through the use of a pass located on the Incirlik portal. Ask your supervisor for details.

All trips out of the local area must be approved by unit commanders. On Incirlik, U.S. personnel are not allowed to use:

- The perimeter road (concrete next to the perimeter fence)
- C Cad Ave and B Cad Ave between 2nd and 4th SOK St are closed to pedestrians/bicycle/runners during the hours of darkness
- No pedestrians/bicycles/runners on "the triangle" (east end of A Cad Ave past the ball fields) during the hours of darkness
- No POVs are allowed on the roads north of the flightline during the hours of darkness (cannot go past the golf course, there are signs designating this area)

OPSEC

OPSEC deals with protecting information about our operations from an adversary.

Knowledge is power – the more an adversary knows about us, the more powerful they are & the more *vulnerable* we are. OPSEC keeps information away from an adversary, making ourselves and our operations safer.

OPSEC COUNTERMEASURES

- Know Wing & Unit Critical Information - Review first, before you speak or type
- Shred all personal & work-related documents
- Use STU-III/STE for passing Critical Information
- Practice strict phone discipline - Announce Open Lines & halt side discussion - When in doubt, go secure
- Do not e-mail Critical Information on NIPRNET Use encryption & digital signature (PKI/CAC) Use secure nets (SIPRNET or GCCS-K) Limit email chains when possible (forwarding) Don't send attachments; send the link instead
- No work-related conversations in public places -Be aware of your surroundings: Report suspicious activities

39 ABW CRITICAL INFORMATION LIST

Aircraft total & Status
C4I Limitations & Status
Communication Equipment/Procedures
DV Movements
Frequencies, Call-signs, User ID/Password
Force Protection measures
ID Key & Aircrew Personnel
Personnel Records
Special Weather Briefs
Training Schedules & Records
Units Deploying; Recall Status
Unclassified Mission Planning & Results

FORCE PROTECTION

The likelihood of you or a family member becoming a victim of terrorism is smaller than well-publicized incidents would have you think. But the threat is real; more so in some places than others. By following the same common-sense guidelines you'd use to protect yourself against crime, you should feel free to enjoy the benefits of your tour here at Incirlik Air Base.

GENERAL SECURITY PROCEDURES TO BE PRACTICED AT ALL TIMES

- Encourage security awareness in your family and discuss what to do if there is a security threat.
- Be alert for surveillance attempts or suspicious persons or activities, and report them to the proper authorities. Trust your gut feelings.
- Vary personal routines whenever possible.
- Get into the habit of checking in to let your friends and family know where you are or when to expect you.

- Know how to use the local phone system. Always carry telephone change. Know the emergency numbers for local police, fire, ambulance, and hospital.
- Know the locations of civilian police, military police, government agencies, US Embassy, and other safe locations where you can find refuge or assistance.
- Avoid public disputes or confrontations. Report any trouble to the proper authorities.
- Know certain key phrases in the native language such as “I need a policeman,” “Take me to a doctor,” “Where is the hospital?” and “Where is the police station?”
- Set up simple signal systems to alert family members or associates that there is a danger. Do not share this information with anyone not involved in your signal system.
- Carry identification showing your blood type and any special medical conditions. - - Keep a minimum of a 1-week supply of essential medication on hand at all times.
- Keep a low profile. Shun publicity. Do not flash large sums of money.
- Do not unnecessarily divulge your home address, phone number, or family information.
- Watch for unexplained absences of local citizens as an early warning of possible terrorist actions.
- Keep your personal affairs in good order. Keep wills current, have powers of attorney drawn up, take measures to ensure family’s financial security, and develop a plan for family actions in the event you are taken hostage.

BANKING

There is no base bank on Incirlik Air Base. It is strongly recommended that members establish a checking account before departing their current duty station. Possessing only a debit or ATM card is not sufficient as these cards don't always work in foreign machines (especially with 5-digit PINs.) Also, while ATMs are available on base, they may not be in operating condition when funds are required. In addition, members are advised to bring at least a one year supply of personal checks that may be cashed at the Base Exchange, Consolidated Club, or the Finance Office. The Finance Office cashes checks and exchanges dollars for Turkish Lira from 0830 - 1630. In order for a spouse or other family member to utilize the cashier operation, they must have a check cashing card which can be obtained from the Finance Office. You're

ADULT EDUCATIONAL OPPORTUNITIES

You will have an ample opportunity to get a higher education from three academic

institutions on base. The University of Maryland and Central Texas College all provide course programs in residence on base. Embry-Riddle Aeronautical University 676-1098 or Email: incirlik@erau.edu. The Education Center also offers CLEP and DANTES testing. The Education Center can help students find additional education programs offered by American colleges and universities operating overseas and in the United States. Distance education opportunities are enhanced by computer work stations to support on-line research by both military and DoD civilians and their adult family members. For information, call the Education Center at 676-3211 or log on to the Air Force Virtual Education Center (AFVEC) at: <https://rso.my.af.mil/afvecprod/afvec/SelfService/MyAFVEC.aspx> for information about base schools, programs offered, CCAF progress info, CLEP/DSST test results, GEM/AU-ABC and other education opportunities.

MEDICAL SERVICES

Medical Considerations Prior to your PCS

Incirlik AB, Turkey is a geographically remote location with fewer medical services than many military families may be accustomed to from stateside assignments. To ensure appropriate services are available for your family, a thorough overseas medical clearance screening process must be performed by your losing base medical personnel. At your screening appointment, identify any possible dental, educational, emotional, psychological, or medical needs anticipated for the length of the tour. Mental health and psychological services for both children and adults are severely limited at Incirlik AB. Any condition requiring long term and/or follow-up care must be carefully evaluated. In order for your family members to be included on your PCS orders to Turkey, there must be a formal clearance accomplished. Please initiate your Request for Family Member's Medical and Education Clearance for Travel (AF 1466) with your local medical treatment facility, at least six months prior to PCS departure. If you have any questions concerning the medical clearance process, please contact TRICARE Operations and Patient Administration (TOPA) office at 676-3377 or 011-09-322-316-3377.

Emergency Services

There is no emergency room at the clinic. If you experience an emergency, defined as an event in which there is a risk to life, limb and/or eyesight, 112 can be dialed from any ON BASE phone. From a cell phone, on base, dial 0322-316-0112 instead of 112. 39 MDG clinic ambulances do not respond to off base emergencies. For emergencies off base, dial 112 to contact the host nation ambulance services.

Clinic Services

Incirlik AB maintains a small clinic on the installation. Active duty family members are entitled to medical services contingent upon the availability and the capabilities of the staff and facility. If services are unavailable or exceed the capabilities of the clinic, patients will be referred to TRICARE and services may be sent to the local Turkish host nation network or another military facility. Department of Defense employees can be seen on a

reimbursable basis when space is available. Appointments are required to see a health care professional. Walk-ins are not accepted except for immunizations. The central appointments desk can be reached at 676-6666 on Monday-Friday from 0700-1630, except for federal holidays and USAFE Family/Goal Days.

Dental Services

Dental clinic appointments are required for service. Family members can make appointments on a space available basis for examinations and cleaning. Appointments for additional treatments are limited. Family members requiring orthodontic treatment will be referred to a Turkish orthodontist. Elective dental care is an “out-of-pocket” expense. It is highly recommended that when you out-process your current duty location, you do not disenroll your dependents from the United Concordia TRICARE Dental Program. For care during duty hours, please call 676-6435. For after-hours dental emergencies, call 676-6666.

Optometry Services

Routine eye exams are provided in the clinic for active duty members and dependents. Retirees and DoD employees are seen on a space-available basis. The central appointments desk books appointments for the optometry clinic at 676-6666. Contact lens services are very limited. Please note that there is no optical shop on base. Glasses can be purchased on the economy, however, there may be differences in optical standards between US and host nation glasses. Therefore, family members are encouraged to obtain glasses in the US prior to PCS.

Pregnancy

The clinic currently provides routine prenatal care for uncomplicated pregnancies. If a woman will be greater than 28 weeks pregnant at the time of PCS, or if the pregnancy is considered a high-risk pregnancy for any reason, it is recommended that travel be delayed until after delivery.

Elective Surgery

For active duty members, per AFI 44-102, *Medical Care Management*, Chapter 6, “Elective surgery, performed at the member’s expense, is prohibited without prior written approval of the member’s Squadron Commander and the MTF/CC. [Medical Treatment Facility Group Commander]” For both dependents and active duty members, it is highly recommended that any elective surgeries are accomplished before arrival to Turkey.

Hours of Operation and After-Hours Medical Care

The clinic is open from 0830-1630 Monday through Friday, and is closed for federal holidays, wing training days and USAFE family /goal days off. For non-emergent care during non-business hours, please call 676-6666 and the technician will assist with either providing directions for locating a host-nation facility, and/or with connecting you to a provider for telephone advice. If you are directed to proceed to the local hospital, and you choose not to drive yourself or have a friend or coworker transport you, please note that base taxis (676-TAXI/676-8294) can transport you to the closest referral hospital, AciBadem. The round trip taxi fare will depend upon the amount time that the driver must wait for you, so make sure to negotiate a fare with the driver that includes wait time, in advance. A map to the local referral hospital is available in the foyer of the clinic front door (open 24 hours) and at the Hodja Inn front desk (open 24 hours).

Pharmacy for Turkish Prescriptions

If you receive a prescription from a Turkish provider during business hours, please bring the prescription to the clinic pharmacy. The pharmacy staff will review the prescription for you and determine whether it is written for a medication which can be filled at our pharmacy. If it has been written for a medication which is only available through the Turkish pharmacy, you will receive directions as to where you can fill the medication and the pharmacy staff can review the directions in English, as most Turkish medications are not labeled in English. After hours, if you receive a prescription from a Turkish provider for a medication that requires a fill prior to the next duty day, please call 676-6666 or 0322-316-6666, and tell the technician that you just received a prescription for a Turkish pharmacy and need to arrange to have it filled.

Host Nation Hospital Care in Adana

Since 2008, two brand new hospitals, with state-of-the-art technology, have opened in Adana. These hospitals are very similar in design to what you would expect to find in the United States. However, please expect that there will be some cultural differences. As with hospitals in the US, please do not take any valuables, jewelry or significant sums of currency to the hospital with you, as the rooms do not have locking safes.

Host Nation Hospital Rooms/Amenities

Our local referral hospitals generally offer private rooms with private bathrooms. Television is provided, but there is usually only one station in English. Electrical outlets are 220 volt only. Telephones are also usually provided, but be careful, as you will be charged for local and long distance calls, which can be quite costly, so taking a personal cell phone is a better option. You will need to have Turkish Lira or a credit card available to pay for your phone bill at discharge. Visiting hours are very similar to those that are allowed stateside. You must provide your own slippers, gown, toiletries (soap, deodorant, toothbrush, toothpaste, etc.) if you are admitted.

Host Nation Hospital Food, Flowers and Visitation

In European countries and in Turkey, hospital food may be simple and limited. If you're admitted to the hospital, it's because you're not well or have a specified medical condition under evaluation. Therefore, it is common to receive watery chicken broth and bread/toast, or food items that are bland and will not upset the stomach nor interfere with testing and treatment. Visitors may not bring food items into a patient room without getting permission from the hospital staff in advance. This applies to food brought into the patient room for the patient and/or for the visitors. Likewise, if you are allowed to go from your room to the hospital cafeteria to buy food, please obtain permission from the staff in advance. Also, you there is a strict limit on flowers and plants, which also may not be taken to the patient rooms without prior approval from the nursing staff. There may also be a limitation on visits by children, so all visitors must also be cleared at the nursing station.

Communicating with Host Nation Physicians and Staff

The Turkish physicians at our TRICARE network hospitals have documented training, certification and credentials. Many have advanced training in the international setting, including the U.S, Great Britain, Germany, and other European centers. Even though medical school training textbooks are frequently written in English, verbal communication can still be a great challenge, since many Turkish doctors and nurses read English better

than they speak English. If you have problems communicating, please slow down your rate of speech and speak in short, clear, sentences, looking directly at the person to which you are speaking. Any time you do not understand a comment which is made by a caregiver, slowly request, "Please say it again. I do not understand." If you need help communicating, ask for that facility's translator. If, for any reason, translators are not available, or you're still having difficulties with clear communication, call the clinic 24 hours a day at 0322-316-6666 and request to be connected to one of our TRICARE liaisons for translation services. If your communication issues cannot satisfactorily be resolved via the telephone, request that the liaison come to the hospital to translate in person. Good communication is paramount for safe, effective medical treatment.

Discussing your Care Plan with the Host Nation Physicians

As in many European countries, physicians hold a firm grip on directing and leading the healthcare practice. The approach to the doctor-patient relationship is often different than what you may be accustomed to in the United States, with less direct communication from the doctor. It is not common practice for a physician to meet with the patient to discuss "options" in detail when making a treatment plan. Occasionally, too many questions to the doctor can be misinterpreted as a "test" of their knowledge and competency, for detailed discussions have not been the cultural norm in Turkey. However, most of the providers we use are sensitive to the patient's desire for more communication, patient education, and discussion about the care plan and alternatives. Patients/parents need to be sure to "Speak Up" and ask their doctors and nurses about 1) the RISKS and/or SIDE EFFECTS of any procedure or medication, 2) the BENEFITS of the procedure and/or medication and 3) ALTERNATIVES and other care options which you may consider. Also, be firm when expressing that you require pain control, as pain control standards are slightly different than you will find in the U.S., and sometimes the doctor must be contacted prior to a patient receiving the pain medication. The Patient Liaisons are available to assist with the translation of your questions and communication to the staff 24 hours per day.

39th Medical Group "MEDICAL-ONE" Telephone Number

Please remember that the same phone number, 676-6666, will access non-emergent care options 24 hours per day. During business hours, this number will connect you immediately to the on-site clinic appointment line. During non-business hours, you may use this number to be transferred to the on-call provider for telephone advice, and/or obtain instructions for pursuing host-nation care in Adana, or instructions in filling a prescription. The medics at the 39 MDG, in partnership with our host nation referral facilities, look forward ***to providing an outstanding patient experience for every patient, in every section, with every encounter. . . EVERY TIME!***

CHAPEL SERVICES

The Incirlik AB Chapel offers many different spiritual/ religious activities ranging from a full range of religious education classes that are offered for preschoolers through adults, Bible studies, choirs, retreats and pilgrimages to biblical sites and a program for Christian singles



and religious services.

The Chapel's Connection Coffee Shop is a great way to unwind after a long day at work, or a quiet place to study. One major advantage of an assignment to Turkey is that the country is full of historical significance for Judaism, Christianity and Islam. There are tremendous opportunities to tour and learn about the many religious and historical sites. All chaplains are available for counseling regarding spiritual, moral, personal or family issues and all counseling is strictly confidential.

SHOPPING ON BASE

AAFES	Various Vendors located next to Commissary
Hodja Lakes Golf Pro Shop	Commissary with Deli and Bakery
Flower Shop	Community Center for Balloon bouquets and gift baskets
Community Center	Turkish Cantina Store: Newly remodeled convenient store

EATING ESTABLISHMENTS ON BASE

Pizza Hut at the BX

Taco Bell at the BX

Burger King at the BX

Turkish Consolidated Club

Golf Course Café

Bowling Center Grill

Consolidated Club

Starbucks at the Club

Sultans Inn Dining Facility

Coffee Express next to the Florist

American Road House Grill Club

Base Kebab

EMPLOYMENT

FEDERAL VACANCIES



The Civilian Personnel Office maintains a current vacancy list on the 39th Force Support Squadron <http://www.39fss.com/cps.html> . Military spouse and family member preference provides priority in the employment selection process for dependents and spouses who are relocating as a result of their sponsor's PCS. Be certain you understand the guidelines for this preference PRIOR to applying with any federal agency since this preference is given ONE time per relocation.

Applicants can apply up to 30 days prior to arrival at Incirlik. Spouses and dependents are required to upload a copy of their sponsors current orders to receive preference. If you are currently employed by the federal government, you will need to bring a copy of your most recent SF50 and any Leave without Pay paperwork from your losing agency. All potential applicants should bring a Career Resume with them. An additional source of information for spouses moving overseas and seeking employment is Air Force pamphlet 36-508, Employment Information for Families Being Assigned to Overseas Areas. This pamphlet focuses on the processes and policies for federal employment.

All applications are submitted through the USAJobs website.

-Go to <http://www.usajobs.opm.gov/>

If you have questions, contact the Civilian Personnel Office at 676-6416

NON-APPROPRIATED FUNDS (NAF) HUMAN RESOURCES

NAF Human Resources is co-located with the Civilian Personnel Office in Building 833. Contact number 676-3524. To find out about job openings:

- Visit the new USAFE automated website at <http://www.nafjobs.org>
- Visit the HRO Office in Building 833
- Job opportunities & applications are available at <http://39fss.com/hro.html>
- A&FRC Computer Resource Room. Logon to Employment Resource computer and click on desktop folder "Current Job Openings"

*Per the SOFA Agreement, NAF can only hire dependents that are American citizens or dependents that are citizens of NATO countries, excluding Turkey. Certain conditions apply. Contact FSS Human Resources for more information.

FAMILY CHILD CARE (FCC)

There is currently no Family Child Care home program on Incirlik Air Base.



AAFES

Human Resources office is located in Building 3595. Contact number 676-6008.

To apply:

-Online at www.aafes.com (at bottom of page click on Employment).

Then click: Entry – Level Jobs by Location

OR

Spouse Employment Preference/ bottom click Job Openings / Europe/Go – Turkey
CONS/Go and jobs will be listed.

Applications are located outside of the BX and there is a drop box there to turn them in as well or you can turn them into the HR office in Bldg 3595.

*Per the SOFA Agreement, AAFES can only hire dependents that are American citizens or dependents that are citizens of NATO countries. Certain conditions apply. Contact AAFES HR (676-6008) for more information.

DODDS

The USAJobs website allows you to conduct a job search of the Department of Defense Education Activity (DoDEA) vacancies. To refine your search, select location(s) by clicking inside the “Location Search” box, scrolling to see selections, and clicking on your choices. All components of DoDEA will be represented within the current vacancies unless you change the location search.

<http://www.usajobs.gov/>.

CONTRACT POSITIONS

For job openings:

Go to www.fedbizopps.gov

*You do not have to be an American citizen, but need to have access to the base. If you have no access to the base then you can only be hired as a Turkish vendor (so you have to follow Turkish guidelines, for more info contact contracting at 676-8074

ITT INTERNATIONAL CORPORATION

ITT is located in Building 90. 676-5018, commercial: 90-322-316-5018 To find out about job openings: Logon to <http://www.itt.com/careers>

VBR

VBR is located in Building 952. 676-9129.

To find out about job openings:

-Go to bldg 952 or call 676-9129

- Go to: <http://vbr-turkey-spain.com/>

* Local hire positions are open only to dependents of military, DoDs, DoDDs, or Contract personnel assigned under official orders to Incirlik Air Base. Applicant must also be an American or Turkish citizen.

NON-AMERICAN CITIZENS

If you are not an American citizen or a Turkish national, employment opportunities are VERY limited. People interested in Home Based businesses must contact the Housing office for permission and legal concerns. Note: Because of the Status of Forces Agreement (SOFA) with Turkey, many positions on base are designated as Turkish, and only local nationals can be hired. Jobs "on the economy" require a Turkish work permit (that takes approximately one year to obtain) and usually require the ability to speak Turkish.

VOLUNTEER OPPORTUNITIES

Being a volunteer is the perfect way to network, learn new skills and get experience that may lead to paid employment. The Airman & Family Readiness Center is your one-stop office for all volunteer opportunities in the Incirlik community. The A&FRC staff can help you with the registration process and assist you in finding a volunteer position or agency that will be a great fit for your skills and abilities. The American Red Cross can assist in volunteer opportunities as well. Lead by example and be a volunteer. Call 676-6755 for

more information.

CHILDREN/SCHOOLS

CHILD CARE FOR PCS

The Air Force Aid Society (AFAS) will pay up to 20 hours of child care in licensed Family Child Care (FCC) homes on base. Since Incirlik has a limited number of FCC homes, parents may utilize the Child Development Center for this service. Please call 24 hours prior to sign up, and ensure your child has all shots up-to-date. Families may use the 20 hours of child care per child 60 days prior to the family's departure from a base, and 60 days after arrival to the new base. Bring your PCS orders to the AFRC(A&FRC) Building 833 to obtain a Child Care for PCS Certificate. 676-6755.

CHILD DEVELOPMENT CENTER

The Child Development Center (CDC) hours are Monday through Friday from 0630 – 1730, closed on federal holidays. You may register your children prior to PCSing using [DD form 2606](#) and attaching a copy of your orders. The [AF Form 357](#) is needed for dual and single Air Force members. Shot records and a current LES are also required. Children must have a completed TB skin test prior to acceptance into any of the Child Care programs. It is highly encouraged that this test be completed prior to PCS (results are valid for one year). Drop-ins are taken on space available basis. Phone: 90-322-316-6553 or 676-6553 Website: <http://39fss.com/cdc.html>.

INCIRLIK UNIT SCHOOL (DODDS)

The DoDDS school on Incirlik AB is now a unit school (Incirlik American School), consisting of an elementary school for students in grades pre-kindergarten - 5 (Building 2711), and middle/high school for students in grades 6 -12 (Buildings 2711 and 2715). All three schools are located on one campus on base. The mission statement for Incirlik American School is "In partnership with our community, Incirlik American School educates students to become responsible citizens of a changing world." A welcome note from the principal of

Incirlik Unit School:

Incirlik Unit School serves students in grades PK through 12 and is proud of its family atmosphere and great community support. Even though the school is small, it is "big" on rigorous course offerings, support classes, and extracurricular activities. There is something for everyone at Incirlik Unit School. For example, students may enroll in Advanced Placement coursework in social studies, English, and math. Middle school students may earn high school credit for upper level math and a foreign language. Students who need that extra attention or push have the opportunity to attend reading support, English/language arts, algebra, geometry labs, and AVID classes. We also have support for gifted education. In addition to our varied course offerings, Incirlik Unit School is prepared to meet the challenges of the 21st century through the use of technology. The school offers a wide range of computer programs including, Cisco Academy, Microsoft Systems and other business and computer applications. Our media center is well equipped with the most current computers with extensive research capabilities. Technology is a part of daily classroom routines and is integrated into classroom instruction. The strength of our academic program is supported by the strength of our extracurricular activities. Our high school offers a wide variety of extracurricular activities. Such activities include soccer, basketball, cheerleading, and volleyball, cross country, wrestling, tennis, softball, National Honor Society, National Junior Honor Society, and the Video Productions Club. The sports teams compete within Turkey as well as travel to Italy and Germany a few times each year. We have various after-school programs and activities for the elementary and middle grades. We are proud of our small school with a big school spirit! I hope that you will take the time to visit our school and experience our Incirlik American School family.

Alice Berard

Principal, Incirlik Unit School

A student handbook is available on the school website. This handbook is designed to assist students and parents in becoming informed and involved decision-makers in students' education. The handbook provides policies and procedures necessary to create and maintain a successful learning environment for all. Contact the main office if you have any questions or concerns. Phone: 011-90-322-316-6449 : 314-676-6449

<https://www.registration.eu.dodea.edu/onLineReg/login.html>

<http://www.eu.dodea.edu/all.htm> <http://www.eu.dodea.edu>

When registering your child for school you will need an emergency contact. Suggestions for when you arrive as an emergency contact either your sponsor or supervisor. You can change this information later after you get to know more people in the community.

TEEN LINK

Relocation.....PCS.....whatever you call it, if you are a teen it means a really big transition. To begin the process, please email the school and advise us of your projected

date of arrival, your interests, and questions. We would like to assign a sponsor to email you in advance of your arrival. The "Teen Link" summer sponsorship program is conducted in conjunction with the Youth Center. Students who attend Teen Link and connect with a sponsor adapt more quickly.

We look forward to hearing from you at: www.inci-ehs.eu.dodea.edu.

YOUTH CENTER

The Youth Programs sponsors many programs throughout the year. Summer Camp is held during the summer months. Mini-golf is available for all ages. A full range of sports leagues and fitness activities are provided for children ages 6 -18. Sports leagues include basketball, cheerleading, baseball, softball, soccer and flag football. In addition to leagues, there are several clinics and tournaments offered throughout the year. Youth Programs offers clinics for pre-schoolers (ages 3 – 5) in gymnastics, cheerleading, soccer and T-Ball. Older children can learn tennis, golf, bowling and skeet shooting. For more information about Youth Sports, call Incirlik Youth Programs at 676-6670 for details.

In addition to the many sports activities, Incirlik Youth Programs offers a wide variety of activities such as trips to local malls and amusement parks. Youth Programs also provides movie nights, craft activities and several instructional classes such as photography, web page design, dance and more. The Youth Activities Center, Chapel, Recreation Center and schools all provide special events throughout the year. Visit <http://39fss.com/youth.html> for more information.

WOMEN INFANTS AND CHILDREN OVERSEAS (WICO)

Members and families of the Armed Forces, civilian employees and contractors of the Department of Defense living overseas may qualify for the WIC Overseas program. The program is open to eligible mothers, mothers-to-be, and children. Eligibility is based on income and family size along with other criteria. WIC Overseas will provide your family with supplemental food to help them achieve a wholesome, well balanced diet. Some foods generally available include: iron-fortified infant formula and infant cereal, iron fortified adult cereal, milk, eggs, cheese, peanut butter, beans, vitamin C-rich fruit juice. Breast-feeding mothers will also be eligible for canned tuna and vitamin A-rich vegetables. If you have any questions, or would like to schedule an appointment please call or e-mail us.

Location:

Building 3850 –directly adjacent to the HAWC lobby
Hours of Operation:
0800-1600 Tuesday-Wednesday / 0800-1200 Thursday
For more information:
Phone 676-1237 or E-mail wic@incirlik.af.mil.

KNOW THE RULES ON CHILD SUPERVISION

Pick up the Child Supervision Guideline at the AFRC or call 676-6755

EDUCATIONAL DEVELOPMENTAL AND INTERVENTION SERVICES (EDIS)

EDIS is a program that is made up of multiple medical professionals. EDIS screens and provides interventions to children who have delays and medical problems that may affect their development, growth and education. EDIS provides early intervention services for children from birth to 3 years of age and provides Related services (RS) for beneficiaries from 3 to 21 years of age. Available clinical services include: occupational therapy, physical therapy, child psychology, special education, audiology and speech pathology. EDIS works closely with the Child Development Center (CDC) and Department of Defense Dependents School (DoDDS).

-EDIS candidates are referred by parents or physicians.

-RS candidates are referred by parents, physicians or through DoDDS. Flight activities include community outreach, processing referrals, intake screening, parent conferences, home visits, service planning and delivery, playgroups, parenting classes, autism evaluations and collaborative meetings with DoDDS. Aviano AB, Italy supports Incirlik through quarterly team visits.

EDIS is located in the Pediatric Wing of the 39th Medical Squadron. But EDIS serves families and children in the natural environment (home, school, etc.) Parents of children enrolled in special education should hand-carry all pertinent school and medical documents to include their children's Individualized Education Program (IEP) and current testing and evaluation reports.

DRIVING/TRANSPORTATION

CAR REGISTRATION

In Turkey, all vehicle owners must pay road tax in order to register their vehicles. Under the Status of Forces Agreement (SOFA), United States personnel (military and civilian employees) are exempt from such taxes. Your commander's support staff and the SFS Pass and Registration office will assist you with application processing. If you have shipped a POV, submit the request for Tax Exemption at the same time you turn in your application for the bluebook (Turkish identification document for active duty personnel). The documents will be mailed to Ankara and after approval, returned to the Pass and Registration office where they will be held on file pending your vehicle registration. Insurance policies and Auto Beyanname HAVE to have the same name on both of them, regardless of who the primary policy holder is. This generally applies to married military to military couples. In addition, the insurance policy must be the original insurance policy translated in Turkish. These missing or incomplete items are the main cause of POV registration delays. Be prepared to bring additional money from \$600 - \$1,000 for various fees. For example is vehicle registration, and residency permit.

VEHICLE INSPECTIONS

Your vehicle must meet the specifications of the Turkish Safety Inspection in order to be registered properly. The safety standards include, but are not limited to, the following: an emissions test, verification of the engine and VIN numbers of the car, examination of window tint (tint not manufactured into the vehicle's glass is not acceptable). If the vehicle is a truck or van, mud flaps are required for the rear tires. If the vehicle requires mud flaps, they can be installed for a nominal fee. If the vehicle's tint must be removed, remove it prior to shipping. Vehicles will be checked at the port of entry by Turkish customs officials. They will check the vehicle surface, windows, wipers, headlights, brake/lights, license plate/lamp, and the muffler. All documents for the vehicle must be in order when picking up the vehicle; i.e., current insurance, color and other info.

NOTE: FAILURE TO REGISTER YOUR VEHICLE WITHIN 90 DAYS OF THE DATE LISTED ON YOUR AUTO BEYANNAME PAPERWORK WILL RESULT IN A FINE BY THE LOCAL AUTHORITIES. IF THE VEHICLE FAILS INSPECTION, YOU MUST IMMEDIATELY CORRECT IT BEFORE THE 90-DAY LIMIT EXPIRES.

Your vehicle must be registered in the Adana province at the local traffic bureau. Pass & Registration office personnel will assist you in registering the car. The present cost for vehicle registration is 694.82 TL POV Registration (exact change) and 580.34 TL for

Motorcycle Registration (exact change). To include \$80.00 USD Liaison Fee (exact change). These rates change frequently. If cost is a factor in your decision to bring an auto, recommend you check with Pass & ID for costs during the time of your PCS. Late fee if the Beyanname is over 90 days old 150.00 TL (exact change).

VEHICLE GATE PASSES

All POVs with MA or MB license plates must now have a TuAF Vehicle Pass which is displayed in your vehicle while on base. The pass must be secured in an out of view location when off base. The Requester will drop off completed application and all required items to American Pass and Registration. American Pass and Registration will prepare the vehicle pass and notify the requester within 3 duty days. The requester will pick up the application from American Pass and Registration and then drop off the request to TuAF for final approval. All vehicle passes will be renewed annually upon direction from TuAF. Required items: 1 photocopy of all drivers' licenses (USAFE Form 181, stateside license, international license), 1 passport size photograph of each driver and 1 photocopy of all traffic registration cards. 1 copy of insurance in Turkish. IAW TURKISH TRAFFIC LAW AND IABI 31-204, ONLY AUTHORIZED PERSONNEL (SPOUSE AND CHILDREN WITH DRIVER'S LICENSES) MAY OPERATE THE SPONSOR'S MOTOR VEHICLE IN TURKEY. ALL MILITARY PERSONNEL MUST POSSESS A USAFE FORM 181 WITH THEIR VALID STATESIDE OR INTERNATIONAL LICENSE WHILE OPERATING THEIR VEHICLE. ALL CIVILIANS MUST POSSESS A VALID INTERNATIONAL OR TURKISH NOTORIZED TRANSLATION OF THEIR VALID STATESIDE DRIVER'S LICENSE WHILE OPERATING THEIR PRIVATELY OWNED VEHICLE.

MILITARY DRIVERS LICENSE

According to Turkish Traffic Law #2918, Article 98, paragraph. 1, 2, and 3, any person operating a motor vehicle with an expired license will have their driving privileges indefinitely revoked. **NOTE: A valid driver's license is one that has not yet expired. The Turkish Government does not recognize the military clause that some states have concerning expiration dates for a driver's license. In the expiration block of the driver's license, it must have a date in the future. It cannot say "no expiration date" or "military".** . If it is expired, you must obtain a new license or an extension card from the issuing state before you will be issued an USAFE FM 181. Licenses with the statement "Valid Without Photo" are acceptable.

If there is any possibility that your license could expire while on your Incirlik tour, it is recommended that you contact your DMV office for required action. If you plan to ship a motorcycle to Turkey, you must attend a mandatory Motorcycle Safety Foundation course. Failure to attend this course will result in the denial of riding privileges.

Insurance

Minimum liability coverage is required on all vehicles operated in Turkey. Insurance must be issued from an authorized Turkish insurance agent. If you prefer to have GEICO or USAA, make certain the policy and coverage will be accepted in Turkey. A Turkish translation of your policy is required before registration can be accomplished. If you intend to purchase US insurance, recommend you contact the agency and ensure that the translation is sent to you as soon as possible.

BORROWING VEHICLES

It is against Turkish Law to “borrow” another person’s vehicle. Only the sponsor and their family members (listed on orders) are allowed to drive the vehicle.

AUTO HOBBY SHOP

Services Offered: 676-6655

- Complete maintenance or repair by mechanics
- Complete automotive computer diagnostics
- Self-Help/repair your own vehicle
- Instructional classes available hands on
- New car warranty / recall repairs
- Automatic coin operated car wash with vacuum
- Vehicle towing and road service
- Retail parts store
- Special order parts from U.S. Company
- Automotive repair manual library and computer data base
- Certify automotive legal claims
- Letters of exception for shipping vehicle -Vehicle conditional inspection
- Hazardous or recyclable waste disposal site
- Monthly specials on retail parts and repairs
- Squadron vehicle maintenance and repair: 676-6655, COMM: +90 322 316 6655

ROAD SIGNS

These are just a few of the most common road signs found in Turkey. You will receive more information during the Local conditions Brief during newcomer's orientation.



STOP



SPEED LIMIT (KM)



YIELD



NO PARKING



**PROHIBITED STOP &
PARKING**



**MOTOR VEHICLES
PROHIBITED**



NO PASSING



NO U-TURN



CAUTION FARM ANIMALS



**TRAFFIC CIRCLE
AHEAD**



TWO WAY TRAFFIC



WARNING

MOTORCYCLES/MOPEDS/SCOOTERS



Military personnel who ride motorcycles and other two-wheeled motorized vehicles, to include scooters and mopeds, on or off base, must have a stateside driver's license with a motorcycle endorsement and have received training through the Motorcycle Safety Foundation. Riders must have documented proof on their person while riding. Also, personal protective equipment must be worn at all times. People who don't follow these rules and are involved in an accident could have a line-of-duty determination and could possibly forfeit government medical coverage.

ENVIRONMENTAL AND MORALE LEAVE (EML)

EML is leave granted at overseas installations where the environmental conditions require special arrangement for leave in more desirable locations at periodic intervals. There are two types of EML, Unfunded EML (UEML) and Funded EML (FEML).

Unfunded EML is a benefit which utilizes military airlift to provide transportation to those eligible to travel on DoD owned and operated aircraft at a higher Space-Available priority while traveling on EML orders. Funded EML utilizes commercial transportation to provide transportation for personnel assigned to EML locations that do not have scheduled military airlift. **Incirlik is an unfunded EML location.**

UEML travel benefits are based on the tour length of the sponsor. The number of trips authorized is located in the table below:

Tour Length	Total # of Trips Authorized	# of Trips Authorized to CONUS
Less than 24 months	2	1
24 months or more	4	2
36 months or more	6	3

Note: Trips may not be accumulated from 1 year to the next. The yearly accountable time frame for the sponsor and family member(s) begins the date the sponsor arrives on station. If members extend their DEROS for a year they will get one additional trip back to the states (this is only for unfunded sites). Additional travel locations other than CONUS include: Germany, England and Italy. Check with terminal on flight availability to: Spain, Greece, Crete and Turkey.

EML trips may not be taken within 6 months of the beginning or end of the service member's tour of duty at the eligible location. Waiver requests for the 6 month rule will be forward to USAFE. EML Travel orders are valid for 90 days from date of Space Available sign up or date of travel, whichever comes first.

Travel Categories are as follows:

- Sponsors and family members traveling with their sponsor will be assigned to



Category II travel priority when traveling Space Available to/from authorized destinations.

- Family members traveling unaccompanied under EML orders will be authorized Category IV travel priority when traveling to/from authorized destinations. Family members under the age of 18 must be accompanied by an EML eligible parent or legal guardian.
- DoDDS teachers and family members traveling with their sponsor will be assigned to Category II during holiday/vacation periods in the September through June school year, but not during the summer vacation period. During the summer vacation period, travel is at Category IV when traveling Space Available to/from authorized destinations.

When traveling, ensure all ID cards are valid, passports with required VISAs (review Foreign Clearance Guide prior to travel) and Dependent residency permits. AD members must also have an AF Form 988, part II and original red stamped NATO order for return to Turkey.

For more information contact the AMC Passenger Terminal at 314-676-6425.

TURKISH CULTURE

LIVING IN TURKEY

Turkey is not the United States. While this statement seems a bit obvious, it serves as a reminder of certain cultural sensitivities. Almost every book about Turkey describes it as either the cradle of civilization or the bridge between the east and west. Unlike many clichés, these two are not overused. The world's first town at Catalhouk dates back to 6500 B.C. The various groups inhabiting the area over the last 8000 years have influenced Turkey's history and culture. Hittites, Persians, Macedonians, Romans, Seljuks and Ottomans among others have played an important role in the development of this country. Notable figures are not only in the distant past of Turkey. The most celebrated figure in Turkey's history made his mark in the 20th century. Mustafa Kemal, known affectionately by the name Ataturk or "Father of the Turks", is considered to be the George Washington of Turkey. Ataturk led a rebellion against foreign powers inhabiting Turkey after World War I and the decline of the Ottoman Empire. In November 1923, the republic of Turkey declared its independence and named Ataturk its first president. During the 15 years of his presidency, Ataturk carried out great cultural and political reform. He changed the written language from Arabic to the Latin alphabet used by countries in the western world. He also initiated changes in the legal and education systems. He is responsible for raising the social position of women and encouraging the acceptance of western dress. In essence, Ataturk made Turkey what it is today -a unique mix of old and new, where east meets west.



TURKISH LANGUAGE CLASSES

The Airman & Family Readiness Center offers a free four-session class every other month in which you will learn about Turkish culture to include: family life, religion, education and medical systems, driving and “rules of the road”, foods and shopping. You will also learn Turkish words and phrases. Call 676-6755 to sign up early.

The University of Maryland offers a Turkish Language Class as a regular college course. Contact the Education Center at 676-3211 for more information.

DINING OFF BASE

Eating off base can be both exciting and adventurous. Turkish cuisine arguably ranks with French and Chinese cuisine for food lovers. At the same time, Turkey does not enforce the same hygiene standards on restaurants as the U.S. Public Health offers the following advice: “When eating out, you can avoid problems by insisting food is served steaming hot and thoroughly cooked. It’s best to avoid salads, raw fruits and vegetables, and dairy products. However, peeled fruits and vegetables generally will not harbor harmful bacteria. If you order bottled water, make sure the seal is intact. Unsealed bottled water may come from the local tap. Avoid drinks with ice.”

Food allergy information is generally not provided in Turkey. If you have a food allergy, contact Mehmet at Public Affairs at 676-6060 to find out *how to ask* whether your meal contains the specific item to which you are allergic. Also, there are foods readily available and regularly consumed in Turkey that is not readily available or regularly consumed in the U.S. If you have concerns about eating something you do not recognize, do not hesitate to ask what it is.

There have been documented cases of bird flu in Turkey, however not in Adana. Properly prepared and thoroughly cooked food will help to not spread the flu. Be sure to apply Public Health’s advice about food safety to everything you eat on and off base.

SHOPPING

Turkey is a shopper's paradise for gold, copper/brass, spices and carpets. The area is also known for towels, leather, brass, onyx, pistachios and antiques. All the specialties of the area can be found in the Village/Alley, directly outside the base, along with family-owned restaurants and other services. The shops open around 10 a.m. and close around 9-10 p.m. Most shops are closed on Sunday. More upscale shopping can be found in the nearby city of Adana. Adana is the fifth largest city in Turkey and provides more access to modern goods. Many American and European products are readily available. There are three major shopping centers in Adana which are much like moderate shopping centers in

the U.S. Stores similar to K-Mart, Home-Depot, and multiplex cinemas are within a 30 minute drive from the base.

There are also many outdoor vegetable and fruit markets which are held in local communities such as Incirlik and Adana. The area surrounding Adana is considered to be one of the "bread baskets" of Turkey. Throughout the year fresh fruits and vegetables are readily available and can be purchased at community outdoor markets, regular grocery stores or at numerous roadside stands.

TRIP & TOURS

Turkey is a country full of historic significance, well worth exploring. Summers at Incirlik and the surrounding community can be fun. Opportunities abound to visit the most frequented beaches on the Mediterranean Sea. Information, Travel and Tours (ITT) offers many tours of the surrounding area--most are one day and overnight tours are available. From April to October, most places in Turkey have an ideal climate that is perfect for relaxing on sandy beaches or enjoying the tranquility of mountains and lakes. Climbing castles, walking amidst the ruins of ancient cities or just lying on the warm sandy beach - Turkey has all of this to offer and more. Turkey also has a magnificent past, and is a land full of historic treasures from 13 successive civilizations spanning 10,000 years.

Adana, Turkey's fifth largest city is about eight miles west of Incirlik. It follows the same route Mark Anthony took to meet Cleopatra to the west. When entering Adana, the south side is Old Adana, and the north side is New Adana. Old Adana features covered fruit and fish markets, carpet and brass stores, kebab stands, a gold market, and Adana's oldest mosque built in 1501. New Adana is quite different. This part of the city is westernized. It offers modern shopping conveniences with some of the latest fashions, American pizza and hamburger restaurants, and movie theaters that show films in English with Turkish sub-titles. Also, on this side of the city is the train station. Rail is a great way to travel through the country. Train travel is inexpensive and a variety of seats are offered from regular bus-type seats to private sleeping compartments. Adana has a new bus station on the outskirts of the city and buses travel throughout Turkey. The American Consulate is on the outskirts of Adana on the road to Incirlik.

Mersin is a resort city that offers modern shopping, a nearby beach, popular American fast food restaurants, and castles to explore. The present settlement of Mersin was founded in the early 19th century as an important trade route in a predominantly agriculture area. Mersin is about a 30 minute drive west of Adana.

Tarsus is a historic city in south-central Turkey twenty nautical miles inland from the Mediterranean Sea. It is part of the Adana-Mersin Metropolitan Area, the fourth largest in Turkey with population of three million. Tarsus has long been an important stop for traders, a focal point of many civilizations including the [Roman Empire](#), when Tarsus was capital of the province of [Cilicia](#), the scene of the first meeting between [Mark Antony](#) and

[Cleopatra](#), and the birthplace of [Paul the Apostle](#).

Kizkalesi or Castle in the Sea is about 30 minutes down the road from Mersin. A castle is located about 300 yards from the shore. This castle, Kizkalesi or Maiden's Castle, is said to have been built in a king's futile effort to protect his daughter from a prophecy of doom. Unfortunately, an evil curse in the form of a snake came on the island by way of a peddler's fruit basket. The snake bit the princess and she died.

Snake Castle is about a 20-minute drive from the base. This castle is an outstanding example of Armenian workmanship. Though not much is known about the castle's history, it is believed to have been built by Leo II during the Crusades. It sits atop a large hill and getting to the top requires a bit of a climb, but the view is magnificent.

Cappadocia and Uchisar. From its perch at 4000 feet Uchisar dominates the Cappadocia valley and offers breathtaking views. The climate is temperate with generally warm sunny days and nights that can be cool. Shopping, fruit and vegetable markets, and restaurants are plentiful. From your hotel you can take hikes leading through the surrounding canyons and formations. The region offers many fascinating destinations. There are underground cities, ancient cave-dwelling and cave churches to visit.

The list above does not begin to scratch the surface of the many opportunities afforded to members of the Incirlik community. Whether you are here for a 15 or 24 month tour, make time to travel and learn about our host nation.

CLIMATE

Incirlik is fortunate to be located only 35 miles or so from the closest access to the Mediterranean coast. The closeness helps in some degree to temper the hot summer weather. Areas not located near water tend to get extremely hot in the summer with temperatures well above 100 degrees.

Winters in the interior of the country can also be bitterly cold. Although it rarely snows in Incirlik you should bring a warm coat, sweaters, gloves, and warm shoes. The spring and fall months of April/May and September/October are generally considered to be the nicest time of the year. Temperatures are normally in the 70s and make it a delightful time to explore the wonders of Turkey. For the summer bring lightweight clothing. Temperatures in the summer months of June through September can be extremely hot with temperatures in the 90 -100 degree range with humidity close to 100 percent.

One thing you don't want to leave behind is a good umbrella. You will need it often during the rainy season of December through February. You may also want to bring a good raincoat and some waterproof shoes.

MAP OF TURKEY

Turkey is located in southeastern Europe and southwestern Asia. The countries of Greece, Bulgaria, Georgia, Armenia, Azerbaijan, Iran, Iraq, and Syria border Turkey. Turkey also has access to the Black Sea to the north, the Aegean Sea to the west and the Mediterranean to the south. Istanbul and the Bosphorus are often considered to be a part of Europe, hence the association of the bridge between Europe and Asia. Turkey covers an area of 780,580 square kilometers (300,233 square miles), which makes it just a little larger than the state of Texas. The highest point is Mount Ararat in eastern Turkey at 5,165 meters (16,950 feet)



BASE MAP



ON-LINE RESOURCES

INFORMATIONAL AND COMMUNITY WEBSITES ON INCIRLIK AB

Incirlik's Public Website

<http://www.incirlik.af.mil/>

Air Force Portal

<https://www.my.af.mil/faf/FAF/fafHome.jsp>

39th Force Support Squadron

<http://39fss.com/>

TURKISH INFORMATION AND NEWS

Turkish News Network

<http://www.turkishnews.com/NewsNetwork/>

Turkish Press

<http://www.turkishpress.com/>

USEFUL RELOCATION WEBSITES

Military Homefront/Plan My Move

<http://www.militaryhomefront.dod.mil>

Air Force Housing (available for CAC.mil only)

<https://www.airforcehousing.hq.af.mil>

Air Force Lodging Directory

<http://dodlodging.net/>

American Auto Logistics

<http://whereismypov.com>



Area Housing Referral Network

<http://www.ahrn.com>

International Driving Permits

http://www.aaasouth.com/travel_drivers.asp

Military Moving Center

<https://www.militarymovingcenter.com/nexcom/>

Military One Source

<http://www.militaryonesource.com>

Military Spouse Career Center

<http://www.military.com/spouse>

Military Spouse Job Search

<http://www.militaryspousejobsearch.org/msjs/app>

Military Spouse Resource Center

<http://www.milspouse.org>

Per Diem, Travel, Transportation Allowances

<https://secureapp2.hqda.pentagon.mil/perdiem>

Pet Transportation

<http://www.petsonthego.com/resourcestrans.html>

Portable Careers

<http://www.staffcentrix.com> Time

Zone Converter

<http://www.timezoneconverter.com>

United States Postal Service

<https://moversguide.usps.com/?referral=USPS>

USAF Household Goods

<http://afmove.hq.af.mil/>

GENERAL INFORMATION

Air Force Aid Society

<http://www.afas.org>

Army and Air Force Exchange Service

<http://www.aafes.com>

Commissaries

<http://www.commissaries.com/locations.cfm>

DoD Military Student Issues

<http://www.militarystudent.dod.mil>

Military Youth on the Move – Home

<http://apps.mhf.dod.mil/pls/psgprod/f?p=MYOM:HOME2:0>

Committed to students in educational transition

<http://www.schoolquest.org/>

INSTALLATION PHONE DIRECTORY

A-Z Phone List

AAFES/Base Exchange

Phone/Fax/DSN

Phone: 90-322-316-6937
DSN: 314-676-6937 / 6574

Mailing Address

AAFES, Bldg 3595
Unit 7150, Box 260
APO, AE 09824

Adult Education Center

Phone/Fax/DSN

Phone: 90-322-316-3211
DSN: 314-676-3211

Mailing Address

39 FSS/FSDE, Bldg 2715A
Unit 7075 Box 160
APO, AE 09824

Airman & Family Readiness Center (A&FRC)

Phone/Fax/DSN

Phone: 90-322-316-6755
Fax: 90-322-316-3849
DSN: 314-676-6755 / 6448

Mailing Address

39 FSS/FSFR, Bldg 833
Unit 7075, Box 175
APO, AE 09824

afrc@incirlik.af.mil

Allergy/Immunization Clinic

Phone/Fax/DSN

Phone: 90-322-316-8254
DSN: 314-676-8254

Street Address

Building 865

Auto Hobby Shop

Phone/Fax/DSN

Phone: 90-322-316-6655
DSN: 314-676-6655

Street Address

Building 871

Barracks/Single Service Member Housing

Phone/Fax/DSN

Phone: 90-322-316-6232
DSN: 314-676-6232

Street Address

Building 833

Beauty Shop

Phone/Fax/DSN

Phone: 90-322-316-6093
DSN: 314-676-6093

Street Address

Building 957

Bowling Center

Phone/Fax/DSN

Phone: 90-322-316-6789
DSN: 314-676-6789 / 6792

Street Address

39 FSS/FSCB Bldg 951
Unit 8915, Box 165
APO, AE 09824

Burger King

Phone/Fax/DSN

Phone: 90-322-316-6981
DSN: 314-676-6981

Street Address

Building 3595

Cashier Operations (Finance)

Phone/Fax/DSN

Phone: 90-322-316-3204
DSN: 314-676-3204

Street Address

Building 833

Central Appointments Desk (Clinic)

Phone/Fax/DSN

Phone: 90-322-316-6173
DSN: 314-676-6173 / 6174

Street Address

Building 865

Chapel

Phone/Fax/DSN

Phone: 90-322-316-6441
DSN: 314-676-6441 / 6442

Street Address

Building 945

Child Development Center

Phone/Fax/DSN

Phone: 90-322-316-6553
DSN: 314-676-6553
Email: 39fss.cdc@incirlik.af.mil

Mailing Address

39 FSS/ FSFC, Bldg 947
Unit 8915 Box 165
APO, AE 09824

Civilian Personnel Office

Phone/Fax/DSN

Phone: 90-322-316-6416
Fax: 90-322-316-3879
DSN: 314-676-6416
Job Hotline: 90-322-316-6677 DSN: 314-676-6677

Mailing Address

39 FSS/FSMC, Bldg 833
Unit 7075 Box 85
APO, AE 09824

Command Post

Phone/Fax/DSN

Phone: 90-322-316-9920
DSN: 314-676-9920

Street Address

Building 364

Commissary

Phone/Fax/DSN

Phone: 90-322-316-6855
DSN: 314-676-6855

Street Address

Building 877

Community Activities Center

Phone/Fax/DSN

Phone: 90-322-316-6966
DSN: 314-676-6966

Mailing Address

39 FSS/FSCP, Bldg 970
Unit 8915, Box 165
APO, AE 09824

Consolidated Club

Phone/Fax/DSN

Phone: 90-322-316-6010
DSN: 314-676-6010 / 6775 / 6138

Mailing Address

39 FSS/FSCC, Bldg 878
Unit 8915 Box 165

Dental Clinic

Phone/Fax/DSN

Phone: 90-322-316-6435
DSN: 314-676-6435

Street Address

Building 865

DoDDS School Liaison Office

Phone/Fax/DSN

Phone: 90-322-316-3750
DSN: 314-676-3750

Street Address

Building 2715
<http://www.inci-es.eu.dodea.edu>

DoDDS Unit School

Phone/Fax/DSN

Phone: 90-322-316-3109
Fax: 90-322-316-7574
DSN: 314-676-3109 / 6449

Mailing Address

DoDDS School
PSC 94 Unit 7180
APO, AE 09824

DoDDS School Registration

Phone/Fax/DSN

Phone: 90-322-316-6449
DSN: 314-676-6449

URL: <http://www.eu.dodea.edu>
URL: <http://www.eu.dodea.edu/all.htm>.
URL: <https://www.registration.eu.dodea.edu/onLineReg/login.html>

Educational and Developmental Intervention Services (EDIS)

Phone/Fax/DSN

Phone: 90-322-316-6452
Fax: 90-322-316-6452
DSN: 314-676-6452

Mailing Address

39 MDG, Bldg 865
Unit 7095, Box 185
APO, AE 09824

Emergency Relief Services (AFAS)

Phone/Fax/DSN

Phone: 90-322-316-6755
DSN: 314-676-6755

Street Address

Building 833

Family Practice Clinic - HospitalPhone/Fax/DSN

Phone: 90-322-316-3141

DSN: 314-676-3141

Street Address

Building 865

Finance OfficePhone/Fax/DSN

Phone: 90-322-316-6306

DSN: 314-676-6306 / 8114

Street Address

Building 833

Golf Course - Hodja LakesPhone/Fax/DSN

Phone: 90-322-316-3313

DSN: 314-676-3313 / 8995

Street Address

Building 833

Health and Wellness Center (HAWC)Phone/Fax/DSN

Phone: 90-322-316-8256

DSN: 314-676-8256 / 4292

Street Address

Building 3850

Health Benefits AdvisorPhone/Fax/DSN

Phone: 90-322-316-6628

DSN: 314-676-6628

Street Address

Building 865

Hospital – Central Appointment LinePhone/Fax/DSN

Phone: 90-322-316-6173

DSN: 314-676-6173 / 6174

Street Address

Building 865

Household Goods - Transportation Management OfficePhone/Fax/DSN

Phone: 90-322-316-6847

DSN: 314-676-6847

Street Address

Building 833

Housing OfficePhone/Fax/DSNMailing Address

Phone: 90-322-316-6232
DSN: 314-676-6232 / 6930

39 CES/CECH, Bldg 833
Unit 7065 Box 150
APO, AE 09824

ID/CAC Card Processing-Military Personnel Flight (Customer Service)

Phone/Fax/DSN

Phone: 90-322-316-3280
DSN: 314-676-3280

Street Address

Building 833

Legal Services/JAG

Phone/Fax/DSN

Phone: 90-322-316-6800
DSN: 314-676-6800

Street Address

Building 833

Library

Phone/Fax/DSN

Phone: 90-322-316-6759
DSN: 314-676-6759

Mailing Address

39 FSS/FSDL, Bldg 968
Unit 8915, Box 165
APO, AE 09824

Non-Appropriated Funds (NAF) Human Resources

Phone/Fax/DSN

Phone: 90-322-316-3524
DSN: 314-676-3524

Street Address

Building 833

Official Document Center (APO)

Phone/Fax/DSN

Phone: 90-322-316-6301
DSN: 314-676-6301

Street Address

Building 977

Optometry Clinic

Phone/Fax/DSN

Phone: 90-322-316-6159
DSN: 314-676-6159

Street Address

Building 865

Outdoor Recreation - Adventure

Phone/Fax/DSN

Phone: 90-322-316-6044
DSN: 314-676-6044

Mailing Address

39 FSS/FSCO, Bldg 944
Unit 8915, Box 165
APO, AE 09824

Pediatrics Clinic

Phone/Fax/DSN

Phone: 011-90-322-316-6175
DSN: 314-676-6175

Street Address

Building 865

Physical Therapy

Phone/Fax/DSN

Street Address

Phone: 90-322-316-6700
DSN: 314-676-6700

Building 865

Pizza Hut

Phone/Fax/DSN

Phone: 90-322-316-6993
DSN: 314-676-6993

Street Address

Building 3595

Sexual Assault Response Coordinator/Victim Advocate Services

Phone/Fax/DSN

Phone: 90-322-316-7272
DSN: 314-676-7272

Street Address

Building 3850

Shoppette – Gas Station – Class VI (AAFES)

Phone/Fax/DSN

Phone: 90-322-316-6852
DSN: 314-676-6852

Street Address

Building 970

Arts and Crafts Center

Phone/Fax/DSN

Phone: 90-322-316-6051
DSN: 314-676-6051 / 3858

Mailing Address

39 FSS/FSCT, Bldg 946
Unit 8915 Box 165
APO, AE 09824

Special Needs Identifier Assignment Coordination (SNIAC) (EFMP)

Phone/Fax/DSN

Phone: 90-322-316-9649
DSN: 314-676-9649

Street Address

Building 865

Fitness Center

Phone/Fax/DSN

Phone: 90-322-316-6086
DSN: 314-676-6086 / 1109

Mailing Address

39 FSS/FSVS, Bldg 973
Unit 8915 Box 165
APO, AE 09824

Travel Office (SATO) - Viking Travel

Phone/Fax/DSN

Phone: 90-322-316-3243
DSN: 314-676-3243 / 9685

Street Address

Building 281

Travel Pay

Phone/Fax/DSN

Phone: 90-322-316-8114
DSN: 314-676-8114

Street Address

Building 833

TRICARE

Phone/Fax/DSN

Phone: 90-322-316-8763

Street Address

Building 865

DSN: 314-676-8763 / 3373

VA Facilities

There are no VA facilities located in Turkey. Interested members can contact the stateside VA for more information on facilities, benefits, etc.

<http://www.va.gov>

Veterinary Clinic

Phone/Fax/DSN

Phone: 90-322-316-3119

DSN: 314-676-3119 / 3258

Street Address

Building 912

Women's Health Clinic (OB-GYN)

Phone/Fax/DSN

Phone: 90-322-316-6344

DSN: 314-676-6344

Street Address

Building 865

Women, Infants, and Children (WIC) Overseas

Phone/Fax/DSN

Phone: 90-322-316-1237

DSN: 314-676-1237

Street Address

Building 3850

wic@incirlik.af.mil

Youth Activities Center - School Age Care

Phone/Fax/DSN

Phone: 90-322-316-6670

DSN: 314-676-6670

39fss.youth@incirlik.af.mil

Mailing Address

39 FSS/FSFY, Bldg 3975

Unit 8915, Box 165

APO, AE 09824

NEWCOMER'S ORIENTATION IMPORTANT INFORMATION AND NOTES

NEED TO DO	NEED TO KNOW	WHERE TO GO

